

## Draft Sample Letter—Extension of LOA

Date

Professor Name  
Department  
Address Line 1  
Address Line 2  
CAMPUS MAIL

Dear Professor:

Upon the recommendation of the executive committee of the Department of \_\_\_\_\_, and with the concurrence of the University Committee, I am pleased to approve a one-year extension of your leave of absence through the 200x-0x academic year. Acceptance and initiation of this leave extension will constitute your concurrence with the condition that you return to the University of Wisconsin-Madison to perform your responsibilities as a faculty member at the conclusion of the approved leave period, and that failure to return will constitute your resignation from your faculty position.

Special conditions regarding the approval process and restrictions on the length of leave of absence are described in the attached documents (Faculty Document 1226a and Regent Resolution 5364).

Best wishes for the achievement of your goals during the leave.

Sincerely,

Patrick V. Farrell  
Provost

Attachments

xc: Dean  
Academic Personnel Office