

# Request for Sabbatical Leave of Absence

Date: [Insert Date]

To: [Supervisor's Name]  
[Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a sabbatical leave of absence for professional development purposes, starting from [Start Date] and ending on [End Date]. Over the past [X years] at [Company/Organization Name], I have dedicated myself to my role and have consistently aimed to contribute at the highest level.

During my time away, I plan to [briefly describe professional development activities, such as attending workshops, pursuing further education, or conducting research]. I believe that this opportunity will not only enhance my skills but also benefit the team and the organization's objectives.

I am committed to ensuring a smooth transition and will work diligently to wrap up ongoing projects and transfer my responsibilities before my leave begins. I am also open to discussing how I can assist in finding a temporary replacement or training someone to cover for me during my absence.

I appreciate your consideration of my request and I am looking forward to your positive response. Thank you for your support in my professional journey.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Contact Information]