

Faculty Sabbatical Leave Request

Date: [Insert Date]

To: [Recipient's Name]

Department: [Department Name]

Institution: [Institution Name]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the upcoming [insert semester/year] to pursue artistic endeavors that I believe will greatly enhance my contributions to our department and the institution as a whole.

During this sabbatical, I plan to focus on [briefly describe your artistic project, e.g., creating an exhibition, writing a book, conducting research], which I hope to achieve through [explain the methods, workshops, or locations you intend to engage with]. This experience will not only enrich my personal artistic practice but will also inform my teaching and mentoring of students in [mention specific courses or programs].

I am confident that the insights gained from this sabbatical will invigorate our department's curriculum and provide students with a unique perspective on [mention relevant topics]. I will also ensure that my responsibilities are covered in my absence and am happy to assist in the transition process.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]