

Faculty Sabbatical Leave Request for Curriculum Development

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[University/Institution Name]

[University Address]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the upcoming academic year, from [start date] to [end date], to focus on curriculum development in my area of expertise. This time will allow me to enhance our program by [briefly explain what you intend to develop or improve].

During my sabbatical, I plan to [provide a brief outline of your plans, including any research, collaboration, or skills development]. I believe these efforts will not only benefit my professional growth but also significantly contribute to the academic offerings at [Institution/University Name].

I have discussed my plans with [mention any relevant individuals, such as department chair, deans, etc.], and they have expressed their support for my proposal. I am committed to ensuring a smooth transition during my absence, including [explain any measures to cover your responsibilities].

Thank you for considering my request. I look forward to your positive response and am happy to discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]