

Request for Sabbatical Leave

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department Name]

[University/Institution Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave from my position as [Your Position] in the [Your Department] at [University/Institution Name] for the period of [Start Date] to [End Date]. The purpose of this sabbatical is to engage in fieldwork experiences that will enhance my teaching and research capabilities, particularly in [Briefly describe your focus area].

During my sabbatical, I plan to [Describe specific activities planned during the sabbatical, e.g., conduct research, collaborate with other institutions, etc.]. I believe that these experiences will not only contribute to my professional growth but also enrich the academic environment at our institution.

I have attached my detailed proposal outlining my objectives, expected outcomes, and the relevance of this sabbatical to my current responsibilities and the department's goals. I am confident that my work during this time will positively impact our department and the university as a whole.

Thank you for considering my request. I am looking forward to your support and approval of my sabbatical leave.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Email Address]

[Phone Number]