

Request for Sabbatical Leave

Date: [Insert Date]

[Your Name]

[Your Position]

[Department Name]

[University Name]

[University Address]

Dear [Department Chair's Name],

I am writing to formally request a sabbatical leave for the [upcoming academic year/semester]. During this time, I plan to engage in professional development activities that will enhance my teaching and research capabilities.

The focus of my sabbatical will be [briefly describe the nature of the professional development activities you plan to undertake, e.g., attending workshops, conducting research, collaborating with other institutions]. I believe that these experiences will significantly contribute to my professional growth and the overall objectives of our department.

I would like to propose my sabbatical leave from [start date] to [end date], during which I will ensure that my responsibilities are managed effectively to minimize disruption to the department. I have also discussed my plans with colleagues who are willing to cover my courses during my absence.

Thank you for considering my request. I am happy to provide any further information or discuss this matter at your convenience.

Sincerely,

[Your Name]

[Your Contact Information]