

Sabbatical Leave Request

Date: [Insert Date]

[Recipient's Name]

[Title]

[Institution/Department Name]

[Institution Address]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the upcoming academic year, specifically to focus on writing and publishing my research. This leave will allow me to dedicate uninterrupted time to complete my project titled "[Insert Project Title]."

In terms of my work, I plan to [briefly outline your objectives and goals]. By the end of my sabbatical, I aim to achieve [outcomes you expect to achieve, such as publishing a book, articles, etc.].

I believe that this endeavor will not only contribute to my professional development but also enhance the scholarly reputation of our department and institution.

I am happy to discuss this request further and am willing to take any necessary steps to ensure a smooth transition during my absence. Thank you for considering my request for sabbatical leave.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[Contact Information]