

Departure Notice for Sabbatical Leave

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally notify you of my upcoming sabbatical leave, which I will be taking from [Start Date] to [End Date]. During this time, I intend to [briefly describe purpose of sabbatical, e.g., engage in research, travel, etc.].

Please let me know if there is any documentation or procedural steps you require me to complete prior to my departure. I will ensure that all my responsibilities are transitioned smoothly to my colleagues, and I am happy to assist in any necessary training or handover tasks.

Thank you for your understanding and support regarding this important time for my personal and professional development. I look forward to returning with renewed energy and a fresh perspective.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]