

Request for Sabbatical Leave

Date: [Insert Date]

To: [Department Chair/Academic Dean's Name]

[Department Name]

[University Name]

[University Address]

Dear [Department Chair/Academic Dean's Name],

I am writing to formally request a sabbatical leave for the upcoming academic year in order to focus on my health and wellness. As you are aware, maintaining overall well-being is essential for sustaining my productivity and effectiveness in my role as a faculty member.

During my sabbatical, I plan to engage in [briefly outline plans for health and wellness activities, e.g., attending a wellness retreat, participating in a fitness program, pursuing therapy, etc.]. I believe this time away will allow me to return with renewed energy and focus, thus benefitting both my students and the department.

I understand the importance of planning my absence and would be happy to assist in ensuring that my responsibilities are managed effectively during this time. I am confident that with proper planning, the transition can be smooth for both my colleagues and students.

I kindly ask for your support in this request and would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my application for sabbatical leave. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]