

Request for Sabbatical Leave for Teaching Enhancement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the purpose of enhancing my teaching skills and broadening my academic expertise. I propose to take this leave during the [insert semester/academic year], for a duration of [insert duration].

The primary focus of my sabbatical will be [briefly explain the goals and objectives of your sabbatical, including any specific projects, courses, or experiences you plan to undertake]. I believe that this opportunity will significantly benefit not only my personal and professional growth but also the students and the institution as a whole.

I have thoroughly considered how my absence will be managed during this period and am prepared to work with my colleagues to ensure a smooth transition for my courses and responsibilities.

Thank you for considering my request. I look forward to discussing this further and am happy to provide any additional information or documentation as needed.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]