

# Request for Extended Sabbatical Leave

Date: [Insert Date]

To: [Manager's Name]

[Company/Organization Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request an extended sabbatical leave starting on [start date] and ending on [end date] due to pressing family needs that require my immediate attention.

This decision was not made lightly, as I am fully committed to my responsibilities at [Company/Organization Name]. However, circumstances have arisen that necessitate my presence with my family during this time.

I am eager to ensure a smooth transition before my leave begins and will provide detailed handover notes to my colleagues. I am also willing to assist in training someone to cover my duties during my absence.

I hope to return to my role refreshed and ready to contribute effectively to our team's goals. I appreciate your understanding regarding my situation and look forward to your support in this matter.

Thank you for considering my request. I am happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]