

Request for Sabbatical Leave

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]

To: [Supervisor's Name]
[Supervisor's Job Title]
[Company Name]

Dear [Supervisor's Name],

I am writing to formally request a sabbatical leave from my position as [Your Job Title] for a period of [insert duration] starting from [start date] to [end date]. The purpose of this sabbatical is to [briefly explain the purpose, e.g., pursue further studies, conduct research, personal development, etc.].

I believe that this time away will enable me to come back to my role with new perspectives and skills that will benefit both my professional growth and the company. I am committed to ensuring a smooth transition and will work on a plan to delegate my responsibilities to ensure that my absence does not disrupt our team's workflow.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]