

Professional Development Sabbatical Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department/Division]

[Your Organization]

[Your Contact Information]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave from my position as [Your Position] at [Your Organization], beginning on [Start Date] and concluding on [End Date]. This sabbatical is aimed at [briefly explain the purpose of the sabbatical, e.g., pursuing further professional development, research opportunities, etc.].

During my proposed sabbatical, I plan to [outline specific activities, projects, or goals you intend to achieve]. I believe these experiences will not only enhance my skills but also bring valuable insights and knowledge back to our team and organization.

I am committed to ensuring a smooth transition and will work diligently to complete my current projects before my leave. Additionally, I am prepared to assist in training a colleague to cover my responsibilities during my absence.

Please let me know if we can set up a time to discuss my request in further detail. I appreciate your consideration and support as I seek to further my professional development.

Thank you for considering my application.

Sincerely,

[Your Name]