

# Request for Sabbatical Leave for Community Service

Date: [Insert Date]

To: [Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a sabbatical leave of absence for the purpose of engaging in community service. I have been working at [Company/Organization Name] for [X years] and feel that this time away will allow me to contribute positively to our community while also providing me with personal and professional growth.

During my sabbatical, I plan to work with [Name of Organization/Project] to [briefly describe the community service initiative]. I believe this experience will enhance my skills in [related skills] and bring new perspectives to my work upon my return.

I am requesting a sabbatical leave starting on [Start Date] and ending on [End Date]. I am committed to ensuring a smooth transition and will work with my team to manage my responsibilities before my leave begins.

Thank you for considering my request. I look forward to discussing this with you further and hopefully receiving your approval.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]