Request for Sabbatical Leave

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request a sabbatical leave from my position at [Company Name] for personal growth purposes. I would like to take this opportunity to expand my horizons, engage in self-reflection, and pursue personal development activities that will ultimately enrich my contributions to the team.

I propose to take a [duration of sabbatical, e.g., six-month] leave starting from [start date] to [end date]. During this time, I plan to [briefly outline your plans, such as attending workshops, traveling, or studying]. I am confident that this experience will allow me to come back with renewed energy and insights that will benefit our team and projects.

I assure you that I will make all necessary arrangements to ensure a smooth transition and continuity of work during my absence. I am willing to assist in training a temporary replacement and preparing documentation to facilitate this process.

Thank you for considering my request. I would be grateful to discuss this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]