

# Request for Sabbatical Leave

Date: [Insert Date]

To,

[Manager's Name]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I am writing to formally request a sabbatical leave from my position as [Your Position] at [Company Name] for the period of [Start Date] to [End Date]. I have been with the company for [Duration] and feel that this time will be invaluable for my personal growth and exploration.

During my sabbatical, I plan to travel to [Destination(s)] to engage in [activities or purpose of travel]. I believe that this experience will not only enrich my life but also enhance my contributions to the company upon my return.

I am committed to ensuring a smooth transition during my absence. I will prepare a comprehensive plan to hand over my responsibilities to [Colleague's Name] and will ensure that all my projects are up to date before I leave.

I appreciate your consideration of my request. I am looking forward to discussing this further and am hopeful for your support in facilitating this opportunity.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]