

Request for Sabbatical Leave

Date: [Insert Date]

To: [Supervisor's Name]

[Department Name]

[Institution Name]

[Institution Address]

Dear [Supervisor's Name],

I am writing to formally request a sabbatical leave from my teaching responsibilities for the period of [insert start date] to [insert end date]. This time away will provide me with the opportunity to [briefly explain purpose, e.g., conduct research, pursue further education, develop curriculum, etc.].

During my time on sabbatical, I plan to [provide brief details about proposed projects or plans]. I believe this experience will not only benefit my professional development but also enhance the learning experiences I provide to my students upon my return.

I will ensure that all necessary arrangements are made for my courses and duties, including [mention any plans for course coverage or responsibilities]. I am committed to maintaining the quality of education in my absence.

Thank you for considering my request for a sabbatical leave. I am looking forward to your positive response. Please let me know if we can schedule a meeting to discuss this further.

Sincerely,

[Your Name]

[Your Job Title]

[Department Name]

[Contact Information]