

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an unpaid sabbatical leave from my position as [Your Job Title] at [Company's Name] for a duration of [length of time, e.g., six months], starting from [start date] to [end date].

The purpose of my sabbatical is [briefly explain reason, e.g., to pursue further education, travel, conduct research, etc.]. I believe this experience will enhance my skills and ultimately contribute positively to our team and the company.

I will ensure a smooth transition by [mention how you will prepare your work, e.g., training a colleague, finishing projects, etc.], and I am committed to maintaining communication during my absence.

Thank you for considering my request. I am happy to discuss this further at your convenience and am looking forward to your positive response.

Sincerely,

[Your Name]