

Sabbatical Leave of Absence Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a sabbatical leave of absence from my position at [Company Name] for a duration of [insert duration] starting from [start date] to [end date]. The purpose of this sabbatical is to [briefly explain the reason for sabbatical, e.g., pursue further education, conduct research, personal development].

I believe that this opportunity will not only benefit my personal growth but also enhance my contributions to our team upon my return. During my absence, I am committed to ensuring a smooth transition and will prepare my responsibilities for coverage as needed. I am happy to assist in training someone to take over my duties during this period.

I would appreciate your consideration of my request and am looking forward to discussing this further. Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Contact Information]