

Personal Sabbatical Leave Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Sabbatical Leave

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a sabbatical leave from my position as [Your Position] for a period of [duration, e.g., 6 months], beginning on [start date] and ending on [end date].

The purpose of my sabbatical is to [briefly explain the reason, e.g., pursue further education, conduct research, travel for personal growth, etc.]. I believe that this experience will not only enhance my personal development but also contribute positively to my role at [Company Name].

I have outlined a plan to ensure a smooth transition of my responsibilities during my absence and am happy to discuss this with you. I am committed to training a suitable replacement or providing the necessary resources to ensure that my work is effectively managed while I am away.

Thank you for considering my request. I would appreciate the opportunity to discuss this further and am open to any suggestions you may have.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]