

# Sabbatical Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution's Name]

[Insert Institution's Address]

Dear [Insert Recipient's Name],

This letter serves as official notification of my intent to take a sabbatical leave from my position as [Insert Position] in the [Insert Department] during the [Insert Semester/Year]. I plan to commence my sabbatical on [Insert Start Date] and return on [Insert End Date].

The primary focus of my sabbatical will be [Briefly Describe Goals and Objectives]. I believe this will greatly benefit both my professional development and contribute to our institution's mission.

I am planning to take [Insert Details of Plans such as Research, Travel, etc.], and I will ensure that my responsibilities are delegated appropriately during my absence.

Thank you for your understanding and support regarding this matter. I look forward to your confirmation of my sabbatical leave.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]