

# Request for Sabbatical Leave

Date: [Insert Date]

To the Academic Committee,

Dear Members of the Committee,

I am writing to formally request a sabbatical leave for [duration, e.g., one semester or one academic year] starting from [start date] to [end date]. The reason for this request is to [briefly explain the purpose, e.g., conduct research, complete a book, engage in professional development, etc.].

During my time away, I plan to [describe specific activities you will pursue, e.g., collaborate with other scholars, attend conferences, or participate in workshops]. I believe that this sabbatical will greatly enhance my contributions to our department and the university upon my return.

I have attached a detailed plan outlining my objectives and anticipated outcomes of the sabbatical period. I assure you that I will remain committed to fulfilling my responsibilities prior to my leave and ensuring a smooth transition.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Department]

[Contact Information]