

Letter of Sabbatical Plan Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I am writing to formally submit my sabbatical plan as part of my tenure consideration. I intend to take my sabbatical during the [insert dates], and I am excited about the opportunities this time will provide for both personal and professional growth.

The objectives of my sabbatical include:

- Conducting research on [specific research topic].
- Collaborating with [names of institutions or individuals] to [brief description of collaboration].
- Developing new courses on [subject matter].
- Publishing [number] papers in [targeted journals/conferences].

I believe this sabbatical will enhance my contributions to [Institution's Name] and support my long-term goals within the department. I am committed to sharing my findings and experiences with my colleagues and students upon my return.

Thank you for considering my sabbatical plan. I look forward to discussing it further.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]