

Faculty Research Sabbatical Overview

Date: [Insert Date]

To: [Department Head's Name]

From: [Your Name]

Subject: Overview of Proposed Research Sabbatical

Introduction

I am writing to provide an overview of my proposed research sabbatical scheduled for [insert dates]. The purpose of this sabbatical is to [briefly state purpose].

Research Objectives

- Objective 1: [Description]
- Objective 2: [Description]
- Objective 3: [Description]

Proposed Activities

During the sabbatical, I plan to engage in the following activities:

1. [Activity 1]
2. [Activity 2]
3. [Activity 3]

Expected Outcomes

Upon completion of the sabbatical, I aim to achieve the following outcomes:

- Outcome 1: [Description]
- Outcome 2: [Description]
- Outcome 3: [Description]

Conclusion

Thank you for considering my sabbatical proposal. I believe this opportunity will significantly contribute to my professional development and the department's research goals.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]