

Faculty Research Sabbatical Plan Submission

Date: [Insert Date]

To: [Insert Recipient's Name]

Department: [Insert Department Name]

University: [Insert University Name]

Dear [Recipient's Name],

I am writing to formally submit my sabbatical plan for review and approval. As a faculty member in the [Insert Department Name], I have outlined my proposed activities during my sabbatical period, which is scheduled for [Insert Start Date] to [Insert End Date].

Sabbatical Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

Proposed Activities

During my sabbatical, I plan to:

1. [Activity 1: Description]
2. [Activity 2: Description]
3. [Activity 3: Description]

Expected Outcomes

I anticipate that my research will lead to the following outcomes:

- [Outcome 1]
- [Outcome 2]
- [Outcome 3]

Thank you for considering my sabbatical plan. I am looking forward to your feedback and approval.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Department]