

Faculty Research Sabbatical Update

Date: [Insert Date]

To: [Committee Name]

From: [Your Name]

Subject: Update on Research Sabbatical

Dear [Committee Members/Specific Name],

I hope this message finds you well. I am writing to provide an update on my research activities during my sabbatical period, which commenced on [Start Date] and will conclude on [End Date].

Research Objectives

The primary goals of my sabbatical research include:

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

Progress to Date

Throughout this period, I have made significant progress on the following:

- [Detail 1]
- [Detail 2]
- [Detail 3]

Future Plans

Looking ahead, I plan to:

- [Plan 1]
- [Plan 2]

I appreciate the support from the committee and the university during this sabbatical. I am looking forward to sharing the findings and contributions from my research upon my return.

Thank you for your attention to this update.

Sincerely,
[Your Name]
[Your Position]
[Your Department]