

Request for Sabbatical Leave

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally request a sabbatical leave from my position as [Your Job Title] at [Company/Organization Name] for the period of [start date] to [end date]. This leave is intended for [brief explanation of your purpose for the sabbatical, e.g., personal development, research, travel, etc.].

I believe that this opportunity will allow me to [explain how the sabbatical will benefit you and the organization, e.g., gain new skills, enrich my perspective, etc.]. I am committed to ensuring that my responsibilities are covered during my absence and I am happy to assist in preparing for my leave.

Thank you for considering my request. I am happy to discuss this further and provide any additional information needed. I look forward to your positive response.

Sincerely,

[Your Name]