

Sabbatical Leave Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name or HR Department],

I am writing to formally request consideration for a sabbatical leave from my position as [Your Position] in [Your Department]. I would like to propose a sabbatical starting on [Start Date] and ending on [End Date].

The purpose of my sabbatical is [briefly explain purpose, e.g., pursuing further education, conducting research, personal development, etc.]. I believe that this experience will enhance my skills and knowledge, ultimately benefiting our team and [Company Name].

I have taken the necessary steps to ensure that my responsibilities will be managed during my absence, including [briefly describe your plan for coverage or delegation of responsibilities].

I appreciate your consideration of my request and am more than willing to discuss this further at your convenience. Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Contact Information]