

# Request for Sabbatical Leave Approval

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Company Address]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation regarding my sabbatical leave application submitted on [Insert Submission Date]. As outlined in my previous correspondence, I am seeking to take a sabbatical leave starting from [Start Date] to [End Date] for the purpose of [briefly state reason, e.g., research, personal development, etc.].

I believe this sabbatical will greatly benefit my professional growth and, in turn, contribute positively to our team's objectives.

I would greatly appreciate your confirmation of this request at your earliest convenience so I can proceed with my planning.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]