

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Manager's Name

Company's Name

Company's Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally request a sabbatical leave from my position as [Your Job Title] at [Company's Name], beginning on [Start Date] and ending on [End Date]. This sabbatical will allow me to [briefly explain purpose, e.g., pursue further education, engage in research, etc.].

I believe that this time away will ultimately benefit both my personal growth and my contributions to the team upon my return. I will ensure that all my responsibilities are managed prior to my leave, including transitioning my duties to colleagues and creating comprehensive handover notes.

Please let me know if we can schedule a meeting to discuss this request further. I appreciate your consideration and look forward to your positive response.

Thank you for your understanding.

Sincerely,

Your Name