

Request for Extended Sabbatical Leave

Date: [Insert Date]

To: [Insert Supervisor's Name]

[Insert Company/Organization Name]

[Insert Company Address]

Dear [Supervisor's Name],

I am writing to formally request an extended sabbatical leave from my position as [Your Job Title] for a period of [insert duration, e.g., six months], beginning on [start date] and concluding on [end date]. This time away from work will allow me to [briefly explain reason, e.g., pursue further education, conduct research, focus on personal development, etc.].

I believe that this sabbatical will ultimately benefit both my professional growth and the organization. I am committed to ensuring a smooth transition and plan to [mention any necessary preparations, e.g., train a colleague, complete ongoing projects, etc.].

Thank you for considering my request. I look forward to discussing this matter with you and am happy to provide any further information needed.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]