

Request for Sabbatical Leave Approval

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request your approval for a sabbatical leave for [duration], starting from [start date] to [end date]. The primary purpose of this leave is to [brief explanation of purpose, e.g., pursue further education, conduct research, spend time with family, etc.].

I believe that this time away will not only contribute to my personal and professional growth but also enhance my contributions to the company upon my return. I have ensured that my current projects are on track and will be managed in my absence, and I am happy to assist in the transition.

Please let me know if we can discuss this request further or if you need additional information regarding my proposed sabbatical plan.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]