

Request for Sabbatical Leave Approval

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally inquire about the status of my sabbatical leave request submitted on [Insert Submission Date]. I would greatly appreciate any updates regarding the approval process.

As mentioned in my previous correspondence, I am seeking to take a sabbatical from [Start Date] to [End Date] for [briefly describe reason or purpose]. I believe this opportunity will greatly enhance my contributions to the team and align with our objectives at [Your Company].

Please let me know if there are any further details or documentation needed from my side to expedite the review process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]