

Letter of Sabbatical Leave Intent

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my intent to apply for a sabbatical leave from my position at [Company/Organization Name]. I am requesting a leave period of [specify duration, e.g., six months] beginning on [start date] and concluding on [end date].

The purpose of my sabbatical is [briefly explain the reason for the sabbatical, e.g., pursuing further education, research, etc.]. I believe that this experience will enable me to [explain how the sabbatical will benefit your professional development and the organization].

I will ensure a smooth transition of my responsibilities prior to my leave and will provide assistance in training a temporary replacement if necessary. I am open to discussing this further at your earliest convenience.

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

Sincerely,

[Your Name]
[Your Job Title]