

# Sabbatical Leave Proposal

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally propose a sabbatical leave from my current position as [Your Position] at [Company Name]. I am requesting a leave of [duration] starting from [start date] to [end date] for the purpose of [briefly state reason: personal development, research, etc.].

During my time away, I plan to [describe planned activities during sabbatical that will benefit your career/development]. I believe this opportunity will enhance my skills and perspectives, ultimately benefiting our team and the company when I return.

I have ensured that my responsibilities will be managed by [colleague's name or plan for coverage], and I will ensure a smooth transition prior to my leave. I am happy to assist in the planning process to ensure minimal disruption to our operations.

Thank you for considering my request. I am looking forward to your positive response. Please let me know a suitable time for us to discuss this further.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]