

Application for Sabbatical Leave

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department]
[Your Institution]

To:
[Recipient's Name]
[Recipient's Position]
[Recipient's Department]
[Institution's Name]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave starting from [start date] to [end date] to [provide a brief explanation of the purpose of the sabbatical, such as research, study, or professional development].

During this period, I plan to [elaborate on activities or goals during the sabbatical]. I believe this sabbatical will greatly benefit not only my professional growth but also contribute to [mention how it could positively impact the institution].

I have made arrangements to ensure that my responsibilities will be managed during my absence. [Briefly outline your plan for coverage during your leave].

I appreciate your consideration of my request. I am looking forward to discussing this further and am happy to provide any additional information required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Contact Information]