

Request for Sabbatical Leave

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

[Your Position]

Dear [Manager's Name],

I am writing to formally request a sabbatical leave for personal growth and development. After [number of years] of dedicated service at [Company Name], I believe that a sabbatical will provide me with the valuable opportunity to enhance my skills, gain new perspectives, and contribute even more effectively to our organization upon my return.

During my time away, I plan to [briefly describe your plans for personal growth, such as travel, education, research, etc.]. I am confident that this experience will lead to both personal and professional growth, ultimately benefiting our team.

I would like to propose a sabbatical period of [duration, e.g., three months], starting from [start date] to [end date]. I am committed to ensuring a smooth transition and will work closely with my colleagues to ensure that all my responsibilities are managed in my absence.

I appreciate your consideration of my request and am happy to discuss this further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Employee ID]

[Your Contact Information]