

# Sabbatical Leave Application for Professional Development

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the purpose of professional development. I believe this time away will greatly benefit my role at [Company/Organization Name] and enhance my contributions to the team.

During my sabbatical, I plan to [briefly outline your plans, e.g., attend workshops, pursue further studies, research]. I believe these activities will help me acquire skills that directly align with our company goals.

I would like to propose the duration of my sabbatical leave to be from [start date] to [end date]. I assure you that I will ensure a smooth transition and handover of my responsibilities before my departure.

Thank you for considering my request. I am looking forward to discussing this further and hope to gain your support for this opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]