

Sabbatical Leave Request

Date: [Insert Date]

To: [Department Chair/Dean's Name]

[Department Name]

[University Name]

Dear [Department Chair/Dean's Name],

I am writing to formally request a sabbatical leave for the academic year [Insert Year/Term], to begin on [Start Date] and conclude on [End Date]. The purpose of my sabbatical is to [briefly explain your objectives, such as conduct research, write a book, pursue further study, etc.].

During this time, I aim to [explain further any specific goals and how they will benefit your department or university]. I believe that this opportunity will not only enhance my personal and professional development but will also contribute significantly to our department's mission and goals.

I have ensured that my current responsibilities will be adequately managed during my absence. I am happy to discuss my plans with you and outline how I will prepare my courses and responsibilities prior to my sabbatical.

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

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[University Name]

Email: [Your Email]

Phone: [Your Phone Number]