

Request for Sabbatical Leave

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Institution]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave for the academic year [Insert Year] to focus on my research and publishing efforts in the field of [Your Field/Area of Study]. The proposed sabbatical will provide me with the dedicated time needed to [briefly explain purpose, e.g., write, conduct experiments, collaborate on research projects].

During this period, I aim to [mention specific goals or projects, e.g., complete my manuscript, publish relevant papers, attend conferences]. I believe that this sabbatical will greatly enhance my professional development as well as contribute to our institution's reputation through the dissemination of scholarly work.

I understand the importance of my responsibilities and have made arrangements to ensure that my duties will be managed in my absence. [Briefly describe any arrangements made to cover your responsibilities, if applicable].

Thank you for considering my request. I look forward to your positive response and am happy to discuss this further at your convenience.

Sincerely,

[Your Name]