[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Request for Educational Sabbatical Leave of Absence

Dear [Manager's Name],

I am writing to formally request an educational sabbatical leave of absence from my position at [Company Name]. I would like to request this leave starting on [Start Date] and ending on [Return Date].

The purpose of this sabbatical is to pursue [Name of Degree, Certification, or Course] at [Educational Institution]. I believe that the skills and knowledge I will gain, specifically in [Specific Skill or Area of Study], will significantly benefit my role here and contribute to the long-term success of the team.

Before my departure, I am committed to ensuring a smooth transition of my current responsibilities. I am happy to assist in training a temporary replacement or documenting my workflows to support the team during my absence.

I value my position with [Company Name] and look forward to returning to the company with enhanced expertise. I have attached the details of the program for your review.

Thank you for considering my request. I look forward to discussing this with you further.

Sincerely,

[Your Signature]
[Your Printed Name]