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

[Manager's Name]
[Department Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request an unpaid sabbatical leave of absence from my position as [Your Job Title]. I would like to request this leave starting on [Start Date] and plan to return to work on [Return Date].

The purpose of this sabbatical is [briefly state reason, e.g., personal development, travel, or further education]. I have been with [Company Name] for [Number] years, and I believe this time away will allow me to return with renewed focus and energy.

To ensure a smooth transition, I am committed to completing my current projects and documenting my workflows before my departure. I am also happy to assist in training a colleague to handle my responsibilities during my absence.

I understand that this leave is unpaid and subject to company policy and approval. I value my role at [Company Name] and look forward to continuing my career here upon my return.

Thank you for considering my request. I am available to discuss this further at your convenience.

Sincerely,

[Your Signature]
[Your Printed Name]