

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

[Date]

[Manager's Name]
[Manager's Job Title]
[Company Name]

Subject: Request for Sabbatical Leave

Dear [Manager's Name],

I am writing to formally request a sabbatical leave from my position as [Your Job Title] at [Company Name]. I am proposing to take this leave starting on [Start Date] and returning to work on [End Date].

The purpose of this sabbatical is to [briefly state reason: e.g., pursue professional development, engage in personal research, or focus on personal well-being]. I believe this time away will allow me to return with renewed energy and a fresh perspective that will benefit the team.

To ensure a smooth transition during my absence, I am committed to completing all current projects and preparing a detailed handover plan for my colleagues. I am happy to discuss how my responsibilities can be managed while I am away.

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

Sincerely,

[Your Signature]
[Your Printed Name]