

[Your Name]
[Your Job Title]
[Date]

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

Subject: Request for Professional Development Sabbatical Leave

Dear [Manager's Name],

I am writing to formally request a professional development sabbatical leave from my position as [Your Job Title]. I am proposing a leave period of [Number] months, starting on [Start Date] and returning on [Return Date].

I have been with [Company Name] for [Number] years, and I am eager to use this time to focus on intensive skill acquisition that will benefit the company upon my return. During my sabbatical, I plan to:

- [Objective 1: e.g., Complete a certification in Advanced Data Analytics]
- [Objective 2: e.g., Conduct research on emerging industry trends in international markets]
- [Objective 3: e.g., Attend a specialized leadership intensive program]

I am committed to ensuring a smooth transition during my absence. I am prepared to assist in training a temporary replacement and will document all my current processes and project statuses well in advance of my departure.

I believe this period of professional growth will allow me to return to the team with fresh perspectives and enhanced expertise. I have attached a more detailed proposal outlining my specific learning goals and the anticipated benefits to our department.

Thank you for considering my request. I look forward to discussing how we can make this arrangement work for the team.

Sincerely,

[Your Signature]
[Your Printed Name]