

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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a sabbatical leave for personal enrichment, starting from [Start Date] to [End Date]. Having been with [Company Name] for [Number] years, I am seeking this period of time to focus on personal growth and skill development outside of the professional environment.

During my absence, I intend to [briefly mention goal, e.g., travel, volunteer, or complete a specific course]. I believe this experience will allow me to return to the team with a renewed perspective, increased creativity, and higher levels of productivity.

To ensure a smooth transition, I am committed to completing all my current projects before my departure. I am also happy to assist in training a colleague or creating a detailed handover document to cover my responsibilities during this period.

I value my position at [Company Name] and look forward to continuing my contributions upon my return. I would appreciate the opportunity to discuss this request with you in person at your earliest convenience.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]