

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

[Manager's Name]
[Company Name]

Subject: Request for Volunteer Work Sabbatical Leave

Dear [Manager's Name],

I am writing to formally request a sabbatical leave from my position as [Your Job Title] to participate in a volunteer project with [Organization Name]. I am requesting this leave to begin on [Start Date] and plan to return to work on [Return Date].

During this period, I will be traveling to [Location] to assist with [briefly describe the volunteer cause, e.g., environmental conservation/community teaching]. I believe this experience will allow me to develop valuable leadership and problem-solving skills that will benefit my performance and my contributions to the team upon my return.

I am committed to ensuring a smooth transition of my current responsibilities. Before my departure, I will complete all pending tasks and provide a detailed handover document for my colleagues. I am also happy to discuss how my workload can be managed during my absence.

I have greatly enjoyed my time at [Company Name] and look forward to returning with a renewed perspective and new skills. Thank you for considering my request for this personal and professional development opportunity.

I look forward to discussing this with you further.

Sincerely,

[Your Signature]
[Your Printed Name]