

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

[Manager's Name]
[Company Name]

Subject: Request for Unpaid Sabbatical Leave

Dear [Manager's Name],

I am writing to formally request an unpaid sabbatical leave from my position as [Your Job Title]. I would like to request this leave to begin on [Start Date] and end on [End Date], with a planned return to work on [Return Date].

The purpose of this sabbatical is [briefly state reason, e.g., personal development, travel, or further education]. I believe this time away will allow me to return with renewed energy and perspective that will benefit my work and the team.

Before my departure, I am committed to ensuring a smooth transition. I will complete all outstanding projects and prepare detailed handover notes for my colleagues. I am also happy to assist in training a temporary replacement or discussing how my responsibilities can be managed during my absence.

I value my position at [Company Name] and look forward to continuing my career here upon my return. I am available to discuss this request further at your earliest convenience.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]