

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

[Manager's Name]
[Department Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a paid sabbatical leave from my position as [Your Job Title], beginning on [Start Date] and returning on [End Date].

Having been with [Company Name] for [Number] years, I am seeking this time to [reason for leave, e.g., pursue professional development, engage in a research project, or focus on personal growth]. I believe this period of reflection and skill-building will allow me to return to the team with renewed energy and a broader perspective that will benefit our upcoming projects.

To ensure a smooth transition during my absence, I suggest the following plan:

- [Task 1] will be handled by [Colleague's Name].
- [Task 2] will be completed before my departure.
- I will prepare a detailed handover document for the team.

I am happy to discuss how this sabbatical aligns with company policy and to work out the specific logistics of my coverage. Thank you for considering my request and for your ongoing support of my professional journey.

Sincerely,

[Your Signature]
[Your Printed Name]