

[Your Name]
[Your Executive Title]
[Date]

[Recipient Name]
[Recipient Title/Board of Directors]
[Company Name]

Subject: Request for Executive Sabbatical Leave

Dear [Recipient Name],

I am writing to formally request a sabbatical leave from my position as [Your Title], beginning on [Start Date] and concluding on [End Date]. Having served with the organization for [Number] years, I am seeking this period to focus on [Reason: e.g., professional development, leadership research, or personal rejuvenation] to ensure I can continue leading at the highest level.

To ensure a seamless transition during my absence, I have developed a comprehensive succession and delegation plan. My primary responsibilities will be managed as follows:

- [Project/Department A] will be overseen by [Name/Title].
- [Project/Department B] will be overseen by [Name/Title].
- Critical approvals will be routed through [Name/Title].

Prior to my departure, I am committed to completing [Specific Projects] and briefing the interim leadership team to maintain our current momentum and strategic goals. I am also available to discuss how my time away will ultimately benefit the company's long-term vision upon my return.

I look forward to discussing this request and the transition plan with you further.

Sincerely,

[Your Signature]

[Your Printed Name]