

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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a short-term sabbatical leave from my position as [Your Job Title]. I would like to request a period of [Number of Weeks/Months] off, starting from [Start Date] and returning on [Return Date].

The purpose of this sabbatical is to [Reason: e.g., pursue professional development, travel, focus on personal projects, or recharge]. I believe this time away will allow me to return to the team with renewed energy and a fresh perspective.

To ensure a smooth transition during my absence, I am committed to completing my current projects and training [Colleague's Name] on my routine tasks before my departure. I am also happy to discuss a coverage plan to ensure no disruption to the department's goals.

I value my role at [Company Name] and look forward to continuing my contributions upon my return. Thank you for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]