

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

[Manager's Name]
[Company Name]

Subject: Request for Long-Term Sabbatical Leave

Dear [Manager's Name],

I am writing to formally request a long-term sabbatical leave from my position as [Your Job Title]. I have been with [Company Name] for [Number] years, and I am requesting this period of leave to focus on [personal growth/educational pursuits/travel/rest and rejuvenation].

I am requesting that my leave begin on [Start Date] and conclude on [End Date], with a planned return to work on [Return Date].

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I am happy to assist in training a temporary replacement or documenting my current workflows and projects before my departure. I will ensure that all my pending tasks are completed or handed over to the appropriate team members by [Date].

I value my career at [Company Name] and look forward to returning with a renewed perspective and energy to continue contributing to the team's success. I am open to discussing how this leave may affect my benefits or contractual status according to company policy.

Thank you for considering my request. I look forward to discussing this further with you.

Sincerely,

[Your Signature]
[Your Printed Name]