

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

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request a sabbatical leave of absence from my position as [Your Job Title]. I am proposing a career pause starting on [Start Date] and returning to work on [Return Date].

During my time with [Company Name], I have been fully committed to our team's success. I am requesting this leave for the purpose of [reason: e.g., personal growth, professional development, or travel] to ensure I can return with renewed energy and a fresh perspective.

To prepare for my absence, I am committed to ensuring a smooth transition. I will:

- Complete all current projects by [Date].
- Provide detailed documentation for my ongoing responsibilities.
- Assist in training a colleague or temporary replacement to handle my duties.

I value my career here and intend to continue my professional journey with the company upon my return. I am happy to discuss how we can make this arrangement work effectively for the team.

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

Sincerely,

[Your Signature]
[Your Printed Name]