

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

[Manager's Name]  
[Company Name]  
[Company Address]

Subject: Request for Sabbatical Educational Leave

Dear [Manager's Name],

I am writing to formally request a sabbatical leave for educational purposes. I am seeking to take a leave of absence from [Start Date] to [End Date], with the intention of returning to my position on [Return Date].

During this period, I plan to enroll in [Name of Course, Degree, or Certification] at [Educational Institution]. This program focuses on [Briefly mention the subject matter], which I believe will significantly enhance my professional skills and allow me to contribute more effectively to the team upon my return.

I am committed to ensuring a smooth transition of my current responsibilities before my departure. I am happy to assist in training a temporary replacement or documenting my workflows to minimize any disruption to the department.

I have been with [Company Name] for [Number] years, and I value my role here. This sabbatical will allow me to gain advanced knowledge that aligns with the company's long-term goals.

I look forward to discussing this request with you in person and exploring how we can make this arrangement work for the benefit of the team.

Sincerely,

[Your Signature]  
[Your Printed Name]