

[Your Name]  
[Your Job Title]  
[Your Employee ID]  
[Date]

[Manager's Name]  
[Company Name]  
[Department]

Dear [Manager's Name],

I am writing to formally request a sabbatical leave of absence due to personal hardship, starting on [Start Date] and ending on [End Date]. I expect to return to my position on [Return Date].

Currently, I am facing significant personal challenges that require my full attention and time to resolve. This situation has made it difficult for me to maintain the level of focus and productivity required for my role. Taking this period of leave will allow me to address these urgent matters so that I can eventually return to work with a renewed commitment to my responsibilities.

Before my departure, I am committed to ensuring a smooth transition. I will complete [List specific tasks] and prepare detailed handover notes for [Colleague's Name] to manage my ongoing projects during my absence.

I value my position within the company and appreciate your understanding and support during this difficult time. I am happy to discuss this request further and provide any necessary documentation required by the HR policy.

Thank you for your consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]