

[Your Name]
[Your Employee ID]
[Your Department]
[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Re: Request for Extension of Sabbatical Leave

Dear [Manager's Name],

I am writing to formally request an extension of my current sabbatical leave, which was originally scheduled to end on [Original End Date]. I would like to request an additional [Number] weeks/months, extending my return date to [New Return Date].

During my time away, I have been focusing on [Briefly mention purpose, e.g., research, professional development, or personal project]. An extension would allow me to [Reason for extension, e.g., complete a specific certification, finalize research, or reach a specific milestone] which will ultimately benefit my role at [Company Name] by [Specific benefit].

I am happy to discuss how my current responsibilities will continue to be managed during this extended period. I remain committed to my position and look forward to bringing the insights gained during this leave back to the team.

Thank you for your time and for considering my request. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]