

# Professional development sabbatical request

Subject: Sabbatical Leave Application for Professional Development

Dear Principal [Name],

I am writing to formally request a sabbatical leave for the [academic year/semester] to pursue professional development opportunities that will enhance my teaching effectiveness and benefit our school community.

During this sabbatical, I plan to [complete graduate studies/conduct educational research/participate in teacher exchange program]. This experience will allow me to bring innovative teaching methods and fresh perspectives back to our classroom.

I have researched our district's sabbatical leave policy and meet all eligibility requirements, including [years of service]. I understand the application process involves [committee review/board approval] and am prepared to present a detailed proposal.

The timing of this sabbatical aligns with natural transition points in our curriculum, minimizing disruption to student learning. I am committed to returning for a minimum of [required years] following my sabbatical.

I would appreciate the opportunity to discuss this proposal with you in detail and answer any questions you may have about my plans.

Thank you for considering my sabbatical application.

Respectfully,

[Your Name]

[Date]

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