

Professional request for sabbatical leave

Subject: Request for Sabbatical Leave

Dear [Manager/Principal Name],

I am writing to formally request a sabbatical leave from [Start Date] to [End Date]. This period will allow me to focus on [personal development/research/travel or specify reason].

I have ensured that all my current responsibilities will be managed in my absence and I am willing to assist in transition planning. I hope for your kind consideration and approval.

Thank you for your time.

Sincerely,

[Your Name]

[Position]

[Department]

[Contact Information]

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