

Emphasizing personal growth and well-being

Subject: Request for Sabbatical Leave

Dear [Manager/Principal Name],

I am requesting a sabbatical leave from [Start Date] to [End Date]. This time is very important for my personal and professional growth, and I hope to return with renewed energy and perspectives that benefit our team.

I assure you that all current projects will be properly handed over to my colleagues to ensure continuity. I am grateful for your understanding and support.

Warm regards,

[Your Name]

[Position]

[Department]

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