

Request for temporary leave subject to approval

Subject: Provisional Request for Sabbatical Leave

Dear [Manager Name],

I would like to request a provisional sabbatical leave from [Start Date] to [End Date]. I understand that approval depends on organizational needs and am flexible with dates if necessary.

Please let me know if further information or a plan of task delegation is required.

Thank you for your consideration.

Sincerely,

[Your Name]

[Position]

[Department]

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