

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a sabbatical leave from my position at [Company's Name] for [duration of sabbatical, e.g., six months], beginning on [start date] and concluding on [end date].

The purpose of my sabbatical is [briefly explain reason, e.g., to pursue further education, conduct research, or focus on personal development]. I believe that this opportunity will not only benefit me personally but ultimately enhance my contributions to [Company's Name] upon my return. I am committed to ensuring a smooth transition during my absence. I will work closely with the team to prepare for my leave, including [mention any plans for training a colleague or completing specific projects]. Thank you for considering my request. I am eager to discuss this further and address any questions or concerns you might have.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]