

[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 am writing to formally request a two-month sabbatical leave from my position at [Company's Name] starting on [Start Date] and ending on [End Date].

I have thought about this decision carefully, and I believe that this time away will allow me to [briefly explain the purpose of the sabbatical, e.g., pursue further education, personal development, or address personal matters].

I am committed to ensuring a smooth transition prior to my leave and would be happy to assist in preparing the team to handle any responsibilities during my absence.

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[Your Name]  
[Your Job Title]