

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a sabbatical leave from my position as [Your Job Title] at [Company/Organization Name] for the period of [start date] to [end date].

The purpose of my sabbatical is to [briefly explain the purpose, e.g., pursue further education, conduct research, focus on personal projects, etc.]. I believe this experience will enhance my skills and contribute positively to our team upon my return.

I have ensured that my current responsibilities are on track and will work to ensure a smooth transition during my absence. I am happy to discuss plans for delegating my duties and training colleagues if necessary.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]