

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

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

Dear [Recipient Name],

I am writing to formally request a sabbatical leave from my position as [Your Position] at [Company/Organization Name] for a duration of [length of time] starting from [start date] to [end date].

The purpose of my sabbatical is [briefly explain the purpose, e.g., pursuing further education, conducting research, personal development, or travel]. I believe this experience will enhance my professional skills and ultimately benefit the company.

During my absence, I will ensure a smooth transition by [mention any plans for handing over responsibilities or training a colleague]. I am committed to maintaining communication and will be available as needed. I appreciate your consideration of my request and am open to discussing this further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]