

Sabbatical Leave Format

[Your Name]

[Your Address]

[City, State, PIN Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, PIN Code]

Dear [Employer's Name],

This is to request about sabbatical leave from my position at [Company Name]. I affirm my decision after thorough consideration and believe that it would provide me with the opportunity for [mention the reason] personal and professional growth, as well as allow me to revert back to my role with renewed enthusiasm and dedication.

Sabbatical Leave Details:

Proposed Start Date: [Start Date]

Proposed End Date: [End Date]

Duration: [Number of Weeks/Months]

Purpose: [Briefly describe the purpose of your sabbatical, whether it's for personal development, travel, education, health, etc.]

During my sabbatical, I will [briefly describe your sabbatical plans and how they align with your personal and professional goals]. I am committed to ensuring a smooth transition during my absence and will [Mention the help you can provide during your absence or any preparations you have made while you are on leave to assist your peers in accomplishing any tasks]

I will adhere to the company's policies on the sabbatical leaves and I am willing to discuss the logistics of my sabbatical and how it may impact my team and projects to ensure minimal disruption.

I understand that the sabbatical leave may be [unpaid/paid or partly paid], or there may be specific terms or conditions, and I am prepared to comply with these.

I kindly request you to consider my request for a sabbatical leave and would appreciate the opportunity to discuss this further. If necessary, I am open to negotiating the terms and conditions to accommodate the needs of the company.

Sincerely,

[Your Name]

[employee id]

[Designation]

[Department]

Note: This is a reference template, the sabbatical leave format should be discussed with the company's management and should be aligned as per its policies, terms, conditions, and requirements.