

[Your Full Name]
[Current Corporate Title]
[Company Name]
[Personal Email Address]
[Phone Number]

[Date]

[Recipient Name/Board of Directors]
[Company Name]
[Company Address]

Dear [Name of Recipient or Board],

I am writing to formally request a sabbatical leave from my position as [Your Title] at [Company Name], beginning [Start Date] and concluding on [Return Date].

After [Number] years of dedicated service to the organization, I intend to use this period for [briefly state purpose: e.g., professional research, executive leadership development, or personal rejuvenation]. I believe this hiatus will allow me to return with a renewed perspective and enhanced strategic focus to lead [Department/Company] through its next phase of growth.

To ensure a seamless transition and operational continuity during my absence, I have developed a comprehensive succession and coverage plan. During this period, [Name/Title] will assume oversight of [Specific Responsibilities], while [Name/Title] will manage [Specific Responsibilities]. I will complete all outstanding high-priority projects, specifically [Project Name], prior to my departure.

I am committed to facilitating a smooth handover and am available to discuss the logistics, delegation of authority, and communication protocols with the Board and executive team at your earliest convenience.

Thank you for your continued support and for considering this request for professional leave.

Sincerely,

[Your Signature]
[Your Printed Name]