

[Your Name]
[Title/Executive Position]
[Current Date]

[Recipient Name]
[Board of Directors/CEO/Title]
[Organization Name]

Subject: Proposal for Executive Sabbatical Leave

Dear [Recipient Name],

I am writing to formally propose a professional sabbatical beginning [Start Date] and concluding on [End Date]. Having served as [Title] for [Number] years, I am seeking this period to focus on [Specific Purpose: e.g., Strategic Research, Leadership Renewal, or Advanced Executive Education] to further benefit the long-term vision of [Organization Name].

During my absence, I have developed a comprehensive succession and continuity plan to ensure seamless operations. [Name/Position] will assume oversight of [Specific Responsibility], while [Name/Position] will manage [Specific Responsibility]. I have initiated the briefing process to ensure the leadership team is fully prepared to maintain our current momentum.

My primary objectives for this sabbatical include:

- [Objective 1]
- [Objective 2]
- [Objective 3]

I am committed to ensuring a smooth transition before my departure and look forward to returning with a renewed perspective and strategic insights that will contribute to our next phase of growth. I welcome the opportunity to discuss the logistics and details of this proposal at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]