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| Sabbatical Leave Letter Sample |

Dear Recipient Name,

My name is [insert name] and I have been working in the ICT department for the past decade. I have recently found myself stuck in a loop, doing the same things over and over again. My learning process stopped and I haven’t improved for a while now.

Feeling the need for self-development, I would like to request for an extended leave, sabbatical, in order to continue my studies and earn another degree.

I am committed to [company name] and I am happy to work here. I am planning to resume my work at [company name] once I earn my degree, by then, I will be more knowledgeable, motivated, experienced, and more committed.

I do believe that this move is beneficial for both me and the organization. I plan to enroll in late September. The program will take no longer than nine months, so I should be back by May. I have briefed the head of the department and he assured me that coverage is available and that workflow will not be affected much.

I kindly ask you to consider my request and I am hopeful that will approve it. Attached to this letter are the program acceptance letter and other related documents for your reference.

Thank you very much.

Best Regards

Insert name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_