

Here are 2 email options for following up on your sabbatical request. Adapt the tone according to your company. To give you an idea, I used example 2 with HR as the recipient and my boss in copy.

EXAMPLE 1: FORMAL TONE

The interview request

Subject: Request for interview to discuss sabbatical leave project

Hello [Manager Name],

I am requesting an interview to discuss a project that is close to my heart: the possibility of taking a sabbatical. I am convinced that this period would allow me to recharge my batteries and acquire new skills while bringing an enriched perspective to my return to the company.

I am at your disposal to arrange a date for this interview. Your feedback on this request would be valuable to me in anticipating the next steps and ensuring that this initiative can be included in the team's priorities.

Thank you in advance for your attention to this request.

Kind regards, [Your Name]

Confirmation of sabbatical leave request

Subject: Request for interview to discuss sabbatical leave project

Hello [Manager Name],

I am following up on our conversation of [date] regarding my request for sabbatical leave. As agreed, I would like to make a formal request for a sabbatical leave of [duration] starting on [start date]. I wish to take advantage of this period for [specific reasons identified in Part 1 of the E-book].

This will not only allow me to refocus, but also to acquire new skills and explore perspectives that I am convinced will be beneficial to my professional development.

I understand the importance of a smooth transition, and I am committed to working closely with you and the team to ensure that all outstanding tasks are well managed before my departure.

I am also available to discuss next steps and finalize organizational details during my absence.

I thank you for your attention to my request and am at your disposal for any further clarification.

Kind regards, [Your Name]

EXAMPLE 2: MORE RELAXED TONE

The interview request

Subject: Available to discuss a sabbatical idea?

Hello [Manager Name],

I would like to talk to you about a personal project that is close to my heart: the idea of taking a sabbatical. I will explain the reasons to you in person. However, I sincerely believe that this break would allow me to put my mental health first and explore new skills, which could also be useful to the team upon my return.

Do you have a spare moment so we can discuss this?

Thank you for your time and see you soon to discuss it!

Available, [Your first name]

Confirmation of sabbatical leave request

Subject: Follow-up on my sabbatical leave request

Hello [Manager Name],

Further to our exchange on [date], I wanted to thank you for your time and confirm my formal request for sabbatical leave. As mentioned, I would like to take [duration] starting on [start date], which would allow me to [specific reasons identified in Part 1 of the E-book]:

- voyager,
- take care of my mental health,
- acquire new skills.

I remain of course at your disposal to discuss the organization to be put in place during my absence so that everything goes smoothly for the team.

Thank you again for listening and understanding.

Yours, [Your name]