

Detailed leave request for professional development

Subject: Educational Leave of Absence Request

Dear [HR Manager/Supervisor Name],

I would like to formally request an educational leave of absence from [start date] to [end date] to complete [course/program]. During this period, I will ensure that my responsibilities are delegated appropriately and that minimal disruption occurs.

I am confident this training will improve my performance and contribute positively to the team.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

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