

Educational extended leave request

Subject: Extended Leave for Educational Purposes

Dear [Manager's Name],

I am writing to request an extended leave of absence from my role at [Company Name], beginning [start date] and ending [end date]. I have enrolled in a professional development program that I believe will greatly enhance my skills and benefit the organization upon my return.

I will ensure that my current projects are completed or delegated prior to my departure. I am happy to provide regular updates if needed during the program.

Thank you for your support in this pursuit of professional growth.

Best regards,

[Your Full Name]

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