

Study Leave Acknowledgement - Encouraging

Subject: Your Educational Journey Starts Now - Study Leave Approved

Dear [Employee Name],

We're excited to support your professional development! Your study leave request for [course/program name] from [dates] has been approved.

This investment in your education aligns perfectly with our company's commitment to employee growth. We believe this qualification will benefit both your career and our organization.

Please submit your course schedule so we can arrange appropriate work coverage. Remember to keep all receipts if you're part of our education reimbursement program.

We look forward to having you share your new knowledge with the team upon your return. Best of luck with your studies!

Regards,

[HR Manager]

[Development Department]

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