

Leave Letter From Teacher To Principal

Subject: Request for Leave

Dear [Principal's Name],

I hope this letter finds you in good health and high spirits. I am writing to request a leave of absence from my teaching duties at [School Name] for a specific duration. The purpose of my leave is [mention the reason for your leave briefly, such as personal or family-related matters, health issues, professional development, etc.].

I kindly request a leave starting from [start date] to [end date], encompassing a total of [number of days] working days. During my absence, I have arranged for suitable coverage of my classes and responsibilities. [You can mention the name(s) of the substitute teacher(s) or colleagues who will take over your duties].

I have informed my students about my leave and provided them with relevant instructions and materials to ensure continuity in their learning process. In addition, I have prepared lesson plans and necessary resources for the substitute teacher(s) to facilitate a smooth transition.

I assure you that I have completed all pending tasks and ensured that there are no pending assignments, assessments, or administrative work that require my immediate attention. I have also briefed my substitute teacher(s) about any ongoing projects or special requirements, should they need assistance.

I understand the importance of my presence in the classroom and the impact it has on students' academic progress. However, the circumstances necessitate this leave, and I trust that my absence will not cause any disruption to the overall functioning of the school.

I would be grateful if you could grant me the requested leave and formally approve my absence during the specified period. I will make sure to provide any additional information or documentation required to process my leave application promptly.

I will make myself available via email during my absence to address any urgent matters that may arise or to provide support to the substitute teacher(s) if needed.

Thank you for your understanding and cooperation in this matter. I look forward to resuming my duties at [School Name] promptly upon my return. Please do not hesitate to contact me if you have any questions or require further information.

Yours sincerely,

[Your Name]

[Your Designation]

[Department/Grade]

[School Name]