

Formal personal leave application

Subject: Personal Leave Request

Dear Principal [Name],

I am writing to request personal leave from my teaching position at [School Name] for [duration] starting on [date] through [date].

This leave is necessary to address important personal matters that require my full attention and cannot be postponed or handled outside of school hours. I understand that personal leave may be unpaid according to district policy.

To minimize impact on student learning, I have prepared comprehensive lesson plans and instructional materials for the entire leave period. I have also coordinated with the department head to ensure curriculum continuity.

All grading is current, and I will complete any pending assessments before my leave begins. I have informed students and parents about my temporary absence through appropriate channels.

I am committed to returning on [date] and resuming my full teaching responsibilities. Please let me know if you need any additional information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]

[Date]

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