

Leave for studies or training

Subject: Request for Leave of Absence for Education

Dear [Manager's Name],

I am writing to request a leave of absence from [start date] to [end date] in order to pursue further education/training. I believe this opportunity will enhance my skills and ultimately benefit the company upon my return.

I will coordinate with my team to ensure all responsibilities are covered before my leave. Please let me know if there are forms or additional steps required to complete this request.

Thank you for your understanding and support.

Sincerely,

[Your Name]

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