

Study Leave Application Letter

Dear [Manager/Supervisor],

I am writing to request study leave to enable me to attend a [insert course name] course that will run from [insert start date] to [insert end date]. I believe this course will greatly benefit me in my current role, and the knowledge and skills gained will be invaluable to both myself and the company.

I have already spoken to my colleagues about the course, and they have agreed to cover my duties while I am away. I have also spoken to the course provider and confirmed my place on the course. I will ensure that all my work is up to date before I leave, and I will be available to answer any queries that may arise while I am away.

I understand that my absence may cause some inconvenience, but I hope you will see the value in allowing me to attend this course. I am happy to discuss any concerns you may have and can be reached at [insert contact details].

Thank you for your consideration.

Sincerely,

[Your Name]