

## Sample Leave Email for Exam

Dear [Supervisor's Name],

I hope this email finds you well. I am writing to request a leave of absence on [Date] to allow me to sit for an important exam related to my academic pursuits. The exam is scheduled for [Date and Time].

I have made all necessary arrangements to ensure that my responsibilities are covered during my absence. [You may include details about how you plan to delegate tasks or provide coverage.]

I understand the importance of my responsibilities at work and assure you that I will return promptly after the exam to resume my duties. I am committed to ensuring a smooth transition during my absence.

I would be grateful if you could consider and approve this leave request. I believe that this exam is a significant milestone in my academic journey, and your support in this matter would be greatly appreciated.

If you require any further information or have any questions, please feel free to reach out to me. I am happy to provide any additional details that may be needed.

Thank you for your understanding and consideration.

Warm regards,