

Formal Study Leave Application Letter

Subject: Request for Study Leave Approval

Dear [Manager's Name],

I am writing to formally request study leave from [start date] to [end date] in order to pursue [name of the course or degree] at [institution name]. This program is directly related to my current role and will enhance my skills in [specific area], allowing me to contribute more effectively upon my return.

I have planned my work schedule to ensure a smooth transition during my absence and have briefed [colleague's name] to manage my responsibilities temporarily. I am willing to provide any necessary assistance during the handover process.

I kindly request your approval for this leave. I am confident that the knowledge gained will be beneficial to both my personal development and the organization's goals.

Thank you for considering my request.

Sincerely,

[Your Full Name]

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