

Casual Study Leave Email to Manager

Subject: Study Leave Request

Hi [Manager's First Name],

I hope you're doing well. I wanted to let you know that I've enrolled in [course name] starting [date], and I'll need to take some study leave from [start date] to [end date]. This program will really help me build skills that tie into my current work.

I've already organized my tasks and arranged with [colleague's name] to handle any urgent issues while I'm away. Please let me know if you'd like to discuss or if you need any forms filled out.

Thanks for your understanding and support!

Best regards,

[Your Name]

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