

Study Leave Letter for Government Employee

Subject: Application for Study Leave

Dear [Supervisor's Name],

I am writing to request study leave under the provisions of the civil service regulations to pursue [degree/course name] at [university name] from [start date] to [end date]. This program is relevant to my duties and will enhance my capabilities in public service delivery.

I have attached all required documents, including the admission letter and study plan, for your review. During my absence, I will ensure that my current assignments are properly handed over and that there will be minimal disruption to departmental operations.

Kindly consider my request and grant me the necessary leave to pursue this academic endeavor.

Respectfully,

[Your Full Name]

[Designation]

[Department Name]

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