

Study Leave Request for Certification

Subject: Study Leave for Professional Certification

Dear [Supervisor's Name],

I am requesting study leave from [start date] to [end date] to prepare for the [certification name] examination. This certification is highly relevant to my current role and will directly contribute to improving my technical expertise and job performance.

I will ensure that all pending work is completed before my leave, and I will be available for any critical matters that may arise. I sincerely hope for your approval and support in this professional growth effort.

Thank you for your time and consideration.

Kind regards,

[Your Name]

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