

Study Leave for Education Abroad

Subject: Application for Study Leave to Pursue Higher Studies Abroad

Dear [HR Manager/Director's Name],

I am writing to request study leave to pursue my [degree name] at [university name] in [country] from [start date] to [end date]. This program is an important step in my academic and professional development and aligns with the organization's focus on continuous learning.

I have ensured that my responsibilities will be covered during my absence and will assist in the transition process. I will also keep in touch for any essential updates.

I would be deeply grateful for your approval and support for this opportunity.

Sincerely,

[Your Full Name]

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