

Study Leave for Training Program

Subject: Request for Study Leave for Training Program

Dear [Manager's Name],

I would like to apply for study leave from [start date] to [end date] to attend a short-term professional training program on [topic] conducted by [organization name]. This training is designed to enhance skills that are directly relevant to my current role.

I have coordinated with my team to ensure a smooth workflow during my absence. I look forward to implementing the knowledge gained upon my return.

Thank you for your consideration.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/study-leave-application-letter>