

Study Leave with Scholarship

Subject: Study Leave Request (Scholarship Award)

Dear [Supervisor's Name],

I am pleased to inform you that I have been awarded a scholarship to pursue [degree/course] at [institution name], commencing from [start date]. I kindly request approval for study leave until [end date] to complete this program.

This achievement represents both personal growth and professional advancement, and I am eager to apply the skills acquired for the benefit of the organization upon my return.

Thank you very much for your support and understanding.

Yours sincerely,

[Your Name]

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