

Unpaid Study Leave Application Sample Letter

Dear [Employer's Name],

I am writing to request an unpaid study leave to pursue further education in [Field of Study]. After careful consideration, I believe that this educational opportunity will greatly enhance my skills and knowledge, ultimately benefiting both myself and [Company Name] in the long term.

I understand that [Company Name] may not offer paid study leave for this purpose. Therefore, I am willing to take an unpaid leave of absence for the duration of my studies. I am committed to returning to work on [date of return] and resuming my responsibilities promptly.

During my absence, I will ensure that all my pending tasks and responsibilities are completed or handed over to a designated colleague. I will also remain available for any urgent matters that may arise.

I am fully aware of the company's policies regarding unpaid leave, and I assure you that I will comply with all the necessary procedures, including providing advance notice and adhering to any requirements for requesting unpaid leave.

I believe that the knowledge and skills I gain during this period will ultimately contribute to my effectiveness and productivity upon my return to [Company Name]. I am grateful for your consideration of this request and value the support that [Company Name] has always provided for professional development opportunities.

Thank you for considering my request. I look forward to discussing this further and addressing any questions or concerns you may have.

Yours sincerely,