

Response to Study Leave Application Template

Dear [Employee's Name],

Subject: Response to Study Leave Application

I hope this message finds you well.

I am writing to acknowledge receipt of your study leave application dated [Date]. We appreciate your initiative in seeking opportunities for further education and professional development.

After careful consideration of your request, I am pleased to inform you that your study leave has been [approved / conditionally approved] for the duration mentioned in your application, starting from [Start Date] to [End Date]. We believe that this educational pursuit aligns with your current role and will contribute to your continued growth within the company.

Please be aware of the following conditions and expectations during your study leave:

[Any specific conditions or expectations outlined by the employer.]

[Instructions regarding responsibilities during your absence.]

[Any other relevant details or conditions.]

We trust that you will manage your responsibilities and commitments in a manner that reflects your dedication to both your education and your role within the company.

We look forward to your return on [Date of Return], and we are confident that the knowledge and skills gained during your study leave will greatly benefit the organization.

Once again, we commend your commitment to personal and professional growth. We wish you every success in your educational pursuits.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Warm regards,