

Study Leave Application

[Your Company's Letterhead]

Study Leave Application

Applicant's Name: _____

Job Title: _____

Department: _____

Date: _____

Subject: Application for Study Leave

To: [Supervisor's Name]

Dear [Supervisor's Name],

I am writing to formally request a study leave from [Start Date] to [End Date] to pursue [Course/Program Name] at [Institution Name]. This course is essential for my professional development and will enhance my skills and knowledge in [specific area].

Details of the Course/Program:

- Institution Name: _____
- Course/Program Name: _____
- Duration: _____
- Objective: _____

Reasons for Requesting Study Leave:

Proposed Plan to Cover Work During Absence:

Contact Information During Leave:

- Phone: _____
- Email: _____

I have attached the course details and other relevant documents for your reference. I appreciate your consideration of my request and look forward to your approval.

Sincerely,

[Your Name]

[Your Title]