
Study Leave at Work

[Company's Letterhead]

Application for Study Leave

Employee's Name: _____

Employee ID: _____

Department: _____

Position: _____

Date: _____

Subject: Request for Study Leave

To: [Manager's Name]

Dear [Manager's Name],

I am writing to request a study leave from [Start Date] to [End Date] in order to pursue [Course/Program] at [Institution Name]. This program will enhance my skills and contribute significantly to my role at [Company Name].

Details of the Study Program:

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

Rationale for Study Leave:

Plan for Work Coverage During Absence:

Contact Information During Leave:

- Phone: _____
- Email: _____

Attached are the course details and relevant documents for your consideration. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]