

Study Leave for Teachers

[School's Letterhead]

Study Leave Application for Teachers

Teacher's Name: _____

Subject/Grade: _____

School Name: _____

Date: _____

Subject: Request for Study Leave

To: [Principal's Name]

Dear [Principal's Name],

I am writing to request a study leave from [Start Date] to [End Date] to attend [Course/Workshop/Program] at [Institution Name]. This professional development opportunity will significantly benefit my teaching practice and contribute to my students' learning experience.

Course/Workshop/Program Details:

- Institution Name: _____
- Course/Workshop/Program Name:

- Duration: _____

- Purpose: _____

Justification for Study Leave:

Arrangements for Class Coverage:

Date	Substitute Teacher	Subject	Notes
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Emergency Contact Information:

- Phone: _____
- Email: _____

I have attached the necessary documents and details for your review. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Title]