

# 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]