

[Your Name]
[Your Job Title]
[Your Employee ID Number]
[Date]

[Manager's Name]
[Company Name]
[Department]

Dear [Manager's Name],

I am writing to formally request a paid educational leave of absence to pursue a [Name of Course/Certification/Degree] at [Name of Institution]. The program is scheduled to begin on [Start Date] and conclude on [End Date].

The curriculum focuses on [Key Subject Matter], which directly aligns with my current responsibilities and the company's goals regarding [Specific Project or Skill Area]. By completing this program, I expect to bring back enhanced skills in [Skill 1] and [Skill 2], allowing me to contribute more effectively to the team.

During my absence, I propose the following plan to ensure my duties are covered: [Mention coverage plan, e.g., delegating tasks to specific colleagues or completing work in advance]. I am also available to discuss a part-time schedule if a full leave is not feasible.

I have attached the course brochure and a detailed breakdown of the schedule for your review. I would appreciate the opportunity to discuss how this educational leave can benefit both my professional development and the company.

Thank you for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]