

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

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

Subject: Request for Unpaid Educational Leave

Dear [Manager's Name],

I am writing to formally request an unpaid educational leave of absence from my position as [Your Job Title]. I am planning to pursue [Name of Degree or Certification] at [Name of Educational Institution].

I am requesting this leave to begin on [Start Date] and conclude on [End Date]. I intend to return to my duties on [Return Date].

I believe that the skills and knowledge I will gain through this program, specifically in [Mention 1-2 key subjects], will significantly benefit the team and [Company Name] upon my return. During my absence, I am committed to ensuring a smooth transition of my current projects. I am happy to assist in training a temporary replacement or documenting my workflows before my departure.

I have attached the enrollment documentation and the course schedule for your review. I am available to discuss this request and how my responsibilities will be covered during our next meeting.

Thank you for considering my request for professional development.

Sincerely,

[Your Signature]  
[Your Printed Name]