

[Your Name]
[Your Employee ID]
[Your Department]

[Date]

[Manager's Name]
[Manager's Title]

Subject: Request for Short-Term Educational Leave

Dear [Manager's Name],

I am writing to formally request a short-term educational leave from [Start Date] to [End Date]. I intend to return to my duties on [Return Date].

The purpose of this leave is to attend [Name of Course/Seminar/Workshop] organized by [Institution Name]. This program focuses on [Brief Description of Subject], which I believe will directly benefit my role at [Company Name] by improving my skills in [Skill 1] and [Skill 2].

During my absence, I have planned to ensure my responsibilities are covered. I will [mention transition plan, e.g., complete pending tasks or brief a colleague]. I am also available via email for any urgent matters before my departure.

I have attached the program brochure for your review. Thank you for considering my request for professional development.

Sincerely,

[Your Signature]
[Your Printed Name]