

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

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

Subject: Request for Long-Term Educational Leave of Absence

Dear [Manager's Name],

I am writing to formally request a long-term educational leave of absence from my position as [Your Job Title]. I am seeking this leave to pursue a [Name of Degree or Certification] at [Educational Institution].

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

During this period, I plan to focus on [Specific Area of Study]. I believe that the skills and knowledge I acquire will significantly benefit the team and the company by [Explain how this helps the company, e.g., improving technical expertise or leadership skills].

I am committed to ensuring a smooth transition before my departure. I am happy to assist in training a temporary replacement or documenting my current workflows to minimize disruption to the department.

I have attached the program details and enrollment confirmation for your review. I would appreciate the opportunity to discuss this request with you in person to talk about the logistics and any company policies regarding educational leave.

Thank you for considering my request for professional development.

Sincerely,

[Your Signature]
[Your Printed Name]