

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

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

Subject: Request for Educational Leave for Degree Completion

Dear [Manager's Name],

I am writing to formally request a leave of absence to complete my [Name of Degree, e.g., Bachelor of Science in Business Administration] at [Name of University].

I have reached the final stage of my studies and require a dedicated period to focus on my [final exams/thesis/capstone project]. I am requesting this leave to begin on [Start Date] and conclude on [End Date], with a planned return to work on [Return Date].

I believe that completing this degree will allow me to bring enhanced skills and knowledge to my role here at [Company Name], particularly in the areas of [mention 1-2 relevant skills].

Before my leave begins, I am committed to ensuring a smooth transition of my current responsibilities. I am happy to assist in training a temporary replacement or documenting my current processes to minimize any disruption to the team.

I have attached my academic schedule and proof of enrollment for your reference. I am available to discuss this request further and explore any necessary adjustments to my workload prior to my departure.

Thank you for considering my request for professional development.

Sincerely,

[Your Signature]
[Your Printed Name]