

[Your Name]
[Your Job Title]
[Date]

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

Subject: Request for Educational Leave - [Name of Certification]

Dear [Manager's Name],

I am writing to formally request a temporary educational leave of absence to pursue the [Name of Professional Certification] certification. I believe that obtaining this credential will significantly enhance my skills and allow me to contribute more effectively to the [Department Name] team.

I am requesting leave for the period starting [Start Date] and ending on [End Date]. During this time, I plan to focus on [intensive study/attending required workshops/completing the final examination].

To ensure a smooth transition during my absence, I suggest the following plan for my current responsibilities:

- [Task 1]: To be handled by [Colleague's Name].
- [Task 2]: Will be completed prior to my departure.
- [Task 3]: [Other arrangement].

I am confident that the knowledge I gain through this certification, specifically in [mention a specific skill or area], will bring direct value to our upcoming projects. I am happy to discuss how I can share my learnings with the team upon my return.

Thank you for considering my request for professional development. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]