

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

[Supervisor's Name]
[Department Name]
[Company Name]

Subject: Request for Partial Educational Leave of Absence

Dear [Supervisor's Name],

I am writing to formally request a partial educational leave of absence to pursue [Name of Course or Degree] at [Name of Educational Institution].

To balance my academic requirements with my professional responsibilities, I would like to request a reduced work schedule starting from [Start Date] until [End Date]. Specifically, I am requesting to be absent during the following hours:

- [Day of week]: [Start Time] to [End Time]
- [Day of week]: [Start Time] to [End Time]

I have planned my workload to ensure that my current projects and deadlines remain on track. During my hours of presence, I will remain fully committed to my duties. I am also open to discussing how to adjust my remaining hours to ensure full coverage of my responsibilities.

I believe this further education will allow me to bring enhanced skills in [Specific Skill or Knowledge Area] back to the team. I have attached the course schedule and enrollment verification for your reference.

Thank you for considering my request for professional development. I look forward to discussing this with you further.

Sincerely,

[Your Signature]
[Your Printed Name]