

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

[Date]

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

Subject: Request for Corporate Sponsored Educational Leave

Dear [Manager's Name],

I am writing to formally request a corporate sponsored educational leave of absence to pursue [Name of Degree or Certification] at [Name of Educational Institution]. I am proposing that this leave begin on [Start Date] and conclude on [End Date].

The curriculum focuses on [Specific Skills or Knowledge Areas], which directly align with our department's goals for [Mention a specific project or business objective]. I believe this program will allow me to contribute more effectively to the company by [Explain the benefit to the company].

During my absence, I have prepared a preliminary plan to ensure my current responsibilities are covered, which includes [Briefly mention transition plan or colleague coverage]. I am also open to discussing a part-time remote schedule or periodic check-ins if required.

I am requesting that the company provide financial support for this program through [Tuition Reimbursement/Full Sponsorship/Continued Salary]. In exchange for this investment, I am prepared to commit to a continued tenure with the company for [Number] years following my return.

I have attached the program brochure and a detailed cost breakdown for your review. I look forward to discussing how this opportunity can benefit our team.

Sincerely,

[Your Signature]

[Your Printed Name]