

[Your Name]  
[Your Job Title]  
[Your Employee ID/Department]

[Date]

[Manager's Name]  
[Manager's Title]  
[Company/Organization Name]

**Subject: Request for Educational Leave for Postgraduate Studies**

Dear [Manager's Name],

I am writing to formally request an educational leave of absence to pursue a [Name of Degree, e.g., Master of Science] in [Field of Study] at [Name of University].

I have been accepted into the program which is scheduled to begin on [Start Date] and conclude on [End Date]. My objective in pursuing this postgraduate degree is to further develop my skills in [mention specific skill or area], which I believe will significantly benefit our team and contribute to the long-term goals of [Company Name].

During my absence, 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 workflows before my departure.

I am requesting that this leave be [Full-time / Part-time / Unpaid / Paid], as per company policy. I am eager to discuss how my studies can align with the company's future needs and how I can apply my advanced knowledge upon my return.

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

Sincerely,

[Your Signature]  
[Your Printed Name]