

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

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

Subject: Request for Skill Enhancement Educational Leave

Dear [Manager's Name],

I am writing to formally request a leave of absence for educational purposes to enhance my professional skills. I wish to enroll in [Name of Course or Program] at [Name of Institution], which is scheduled to take place from [Start Date] to [End Date].

This program focuses on [Briefly mention key skill, e.g., Data Analytics, Project Management], which I believe will directly benefit my current role and contribute to the success of our team by [Mention one specific benefit to the company].

During my absence, I am committed to ensuring a smooth transition of my responsibilities. I propose to [Mention plan, e.g., complete pending tasks or brief a colleague] before my leave begins. I am also open to discussing how my workload can be managed during this period.

I have attached the course curriculum for your review. I look forward to discussing this request with you further and exploring how this skill enhancement aligns with the company's goals.

Thank you for considering my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]