

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

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

Subject: Request for Leave of Absence - HR Certification Exam Preparation

Dear [Manager's Name],

I am writing to formally request a leave of absence to prepare for and complete my [Name of Certification, e.g., PHR, SPHR, or SHRM-CP] exam.

I would like to request leave starting from [Start Date] to [End Date]. I plan to return to my regular duties on [Return Date].

This certification will allow me to gain advanced knowledge in HR compliance, talent management, and organizational strategy, which I look forward to applying to our team's current projects. To ensure a smooth workflow during my absence, I will complete [Project A] and provide a status update for [Project B] before my leave begins.

Thank you for supporting my professional development. I look forward to your approval.

Sincerely,

[Your Signature]
[Your Employee ID/Contact Information]