

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

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

Subject: Request for Leave to Attend Annual Human Resources Conference

Dear [Manager's Name],

I am writing to formally request leave from [Start Date] to [End Date] to attend the [Name of Conference], which will be held in [Location].

This annual conference is a key event for HR professionals, covering essential topics such as [Topic 1], [Topic 2], and [Topic 3]. I believe that attending this event will allow me to gain valuable insights and industry best practices that will directly benefit our team and improve our internal processes.

I have ensured that my current tasks will be up to date before my departure. During my absence, [Colleague's Name] has kindly agreed to oversee my urgent responsibilities. I will be available via email for any critical matters that require my immediate attention.

I look forward to sharing a summary of the key takeaways and actionable strategies with the team upon my return on [Return Date].

Thank you for considering my request and for supporting my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]