

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Leave Request for Diversity, Equity, and Inclusion (DEI) Workshop

Dear [Manager's Name],

I am writing to formally request a leave of absence on [Date] to attend a professional development workshop titled "[Name of Workshop/Seminar]." This event focuses on Diversity, Equity, and Inclusion (DEI) within the workplace.

I believe that participating in this session will provide valuable insights into fostering a more inclusive environment and improving team collaboration. I look forward to sharing the key takeaways and strategies with our team upon my return.

I have ensured that my current tasks are up to date, and I will be available via email for any urgent matters before and after the workshop. [Colleague's Name] has kindly agreed to cover my essential duties during my absence.

Thank you for supporting my professional growth and our commitment to a diverse workplace. I look forward to your approval.

Best regards,

[Your Name]

[Your Job Title]