

[Your Name]
[Your Job Title]
[Employee ID]
[Date]

To: [Manager's Name or HR Department]
[Company Name]

Subject: Request for Leave to Attend HR Data Analytics Training

Dear [Manager's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] to attend a professional development training program titled "[Name of Training/Course]."

This program focuses on HR Data Analytics, specifically in areas such as [mention 1-2 skills, e.g., predictive modeling and workforce reporting]. I believe the skills gained from this training will significantly improve my ability to provide data-driven insights and support the company's strategic goals.

I have ensured that my current tasks will be up to date before my departure. During my absence, [Colleague's Name] has agreed to cover my urgent responsibilities regarding [Project/Task].

I have attached the course brochure and schedule for your review. I look forward to your approval and am happy to discuss how this training will benefit our team.

Sincerely,

[Your Signature]
[Your Printed Name]