

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

[Manager's Name]
[Company Name]

Subject: Professional Development Leave Request - Advanced Talent Acquisition Summit

Dear [Manager's Name],

I am writing to formally request professional development leave to attend the Advanced Talent Acquisition Summit, which will be held from [Start Date] to [End Date] in [Location/Online].

This summit focuses on cutting-edge recruitment strategies, including AI-driven sourcing, diversity hiring initiatives, and data analytics in talent acquisition. I believe attending this event will allow me to bring back valuable insights that will directly improve our current hiring processes and help us meet our quarterly goals.

During my absence, I have ensured that my current responsibilities will be covered. I will complete [Project/Task A] before I leave, and [Colleague's Name] has agreed to be the point of contact for any urgent matters regarding [Project/Task B].

I plan to share a summary of my key findings and actionable takeaways with the rest of the team upon my return.

Thank you for considering my request for this growth opportunity.

Sincerely,

[Your Name]