

[Date]

[Manager's Name]

[Job Title]

[Department Name]

Subject: Request for Leave to Attend Professional Development Course

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 course titled "Employee Relations and Conflict Resolution."

This course focuses on essential skills including mediation techniques, labor relations, and effective communication strategies. I believe the knowledge gained will significantly improve my ability to handle internal grievances and foster a more collaborative environment within our team.

Before my departure, I will ensure that all my current tasks are up to date. I have also coordinated with [Colleague's Name], who has agreed to cover my urgent responsibilities during this period.

I have attached the course brochure and schedule for your review. I look forward to your positive response regarding this request.

Sincerely,

[Your Name]

[Your Employee ID]

[Your Contact Information]