

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Leave Request for Compensation and Benefits Strategy Seminar

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 seminar titled "Compensation and Benefits Strategy."

This seminar focuses on current market trends, incentive structures, and strategic benefits planning. I believe the insights gained will be highly beneficial to our department's upcoming projects and our overall talent retention goals.

I have ensured that all my current tasks will be up to date before my departure. During my absence, [Colleague's Name] has agreed to cover my urgent responsibilities. I will also be reachable via email for any critical emergencies.

I have attached the seminar brochure and schedule for your review. I look forward to your approval and to sharing the key takeaways with the team upon my return.

Sincerely,

[Your Signature]

[Your Job Title]