

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

[Manager's Name]
[Manager's Title]
[Company Name]

Subject: Leave Request for Organizational Development Masterclass

Dear [Manager's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date] to attend an Organizational Development Masterclass.

This program focuses on key areas such as change management, organizational design, and strategic planning. I believe the skills gained from this masterclass will allow me to contribute more effectively to our team's upcoming projects and the company's long-term growth.

Before my departure, I will ensure that all my current tasks are up to date and provide a detailed handover notes for [Colleague's Name] to manage my responsibilities during my absence.

I have attached the course brochure for your reference. I look forward to your approval and am happy to discuss how I can implement the learnings upon my return.

Sincerely,

[Your Signature]
[Your Printed Name]