

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

[Manager's Name]
[Department Name]

Subject: Request for Leave to Attend HRIS Software 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 training program for our Human Resources Information System (HRIS) software.

The training, titled "[Name of Training Course]," will focus on [mention 1-2 key skills, e.g., data analytics and payroll integration]. This session is essential for me to better utilize the system and improve the efficiency of our department's digital workflows.

I have ensured that all my current tasks are up to date. During my absence, [Colleague's Name] has kindly agreed to handle any urgent matters related to my role. I will also be available via email for any critical emergencies.

Thank you for supporting my professional development and for considering this request.

Sincerely,

[Your Signature]
[Your Printed Name]