

[Your Name]
[Your Employee ID]
[Your Department]

[Date]

To,
[Manager's Name]
[Manager's Designation]
[Company Name]

Subject: Application for Leave for Performance Management Certification

Dear [Manager's Name],

I am writing to formally request a leave of absence from [Start Date] to [End Date]. I will be attending a professional certification program in Performance Management, which is scheduled to take place during this period.

This certification will allow me to enhance my skills in employee appraisal techniques, KPI setting, and performance optimization, which I believe will bring significant value to our team and the company's goals.

Before my leave begins, I will ensure that all my current tasks are up to date. I have also coordinated with [Colleague's Name] to handle any urgent matters in my absence. I plan to resume my duties on [Return Date].

I hope you will consider my request for this professional development opportunity. I have attached the certification course details for your reference.

Thank you for your support.

Sincerely,

[Your Signature]
[Your Printed Name]