

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

To: [Manager's Name]
[Department Name]

Subject: Leave Request for Strategic Human Resources Leadership Program

Dear [Manager's Name],

I am writing to formally request a leave of absence to participate in the Strategic Human Resources Leadership Program. This professional development program is scheduled to take place from [Start Date] to [End Date].

The curriculum focuses on advanced workforce planning, organizational strategy, and change management. I believe the insights gained from this program will allow me to contribute more effectively to our department's long-term goals and enhance our current HR initiatives.

During my absence, I will ensure that all my current projects are up to date. I have prepared a handover plan for [Colleague's Name] to manage my primary responsibilities while I am away. I intend to return to my full-time duties on [Return Date].

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

Sincerely,

[Your Signature]
[Your Printed Name]