

Study Leave Letter for Teacher

Dear [Principal's Name],

I am writing this letter to request study leave for the upcoming academic year [Year]. As a teacher at [School Name], I am passionate about learning and upgrading my skills to provide better teaching services to the students.

I have applied for a [Degree/Program Name] program at [University Name] which is scheduled to start from [Date]. This program will help me enhance my knowledge and skills in my field, which I believe will ultimately benefit the students.

I have already made arrangements to ensure that my responsibilities are taken care of during my absence. [Mention the name(s) of the substitute teacher(s) or colleague(s) who will take your classes or any other duties you perform]. I will also provide detailed lesson plans for the substitute teacher(s) to ensure that the students are not affected in any way.

I am committed to completing all my pending work before I leave, and I will also be available to assist in any way during my absence.

I hope that my request for study leave will be granted. I assure you that I will be fully committed to my studies and will return to the school with a refreshed perspective and knowledge to impart on my students.

Thank you for considering my request.

Sincerely,

[Your Name]