

Study Leave Letter for Office

[Your Name]
[Your Address]
[City, State ZIP Code]
[Date]

[Manager's Name]
[Company Name]
[Address]
[City, State ZIP Code]

Dear [Manager's Name],

I am writing to request a study leave from [Start Date] to [End Date]. The purpose of this leave is to allow me to pursue [briefly explain the reason for your study leave]. I believe that this study leave will not only benefit me but will also be advantageous to the company.

During my absence, I will ensure that all my tasks are completed and that my team members have access to all the necessary files and documents. I will also be available through email to respond to any urgent matters that may arise.

Please find attached a detailed plan outlining how I intend to use my study leave, the benefits to the company, and how I will ensure a smooth transition.

I am grateful for your understanding and support during this time. I assure you that I will return with increased knowledge and skills that will benefit both my work and the company.

Thank you for your time and consideration.

Sincerely,

[Your Name]