Study Leave Request Letter to Manager

[Your Name]
[Your Position/Department]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Manager's Name]
[Manager's Position/Department]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request study leave from my duties at [Company/Organization Name] for a specified period. After careful consideration and discussion with my academic advisor, I have decided to pursue further education to enhance my skills and knowledge in [mention the field or subject].

The program I intend to enroll in requires my full-time dedication, and as a result, I will need to take a leave of absence from work. I plan to commence my study leave on [start date] and anticipate returning to work on [end date].

During my absence, I will make every effort to ensure a smooth transition of my responsibilities. I am willing to provide any necessary documentation or training to ensure that my duties are covered adequately in my absence. Additionally, I will remain accessible via email for any urgent matters that may arise.

I understand the impact of my absence on the team and the importance of maintaining productivity. Therefore, I will work diligently to minimize any disruptions and ensure that my work is up-to-date before I leave.

Thank you for considering my request for study leave. I am confident that this opportunity will contribute positively to my professional development and ultimately benefit our organization in the long term. I look forward to returning to work with new skills and insights.

Please let me know if there are any further steps I need to take to formalize this request. I am available to discuss this matter further at your earliest convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]