

Letter of Notice for Extended Leave of Absence

Date: [Insert Date]

To: [Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request an extended leave of absence from my position at [Company/Organization Name] due to my educational pursuits. I will be enrolling in [Name of Program/Course] at [Institution Name], which will commence on [Start Date] and conclude on [End Date].

During this period, I aim to enhance my skills and knowledge in [field of study], which I believe will contribute positively to our team upon my return.

I plan to resume my duties on [Return Date] and will ensure a smooth transition of my responsibilities before my departure. I am committed to completing any outstanding tasks and assisting in training a temporary replacement if necessary.

Thank you for considering my request. I am looking forward to your understanding and support. Please let me know if you need any further information or if there are forms I need to complete.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]