

# Letter of Submission for Extended Leave of Absence

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[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] for professional development purposes. I plan to participate in [specific program, course, or training], which will take place from [start date] to [end date]. This opportunity will enhance my skills and ultimately benefit our team and organization.

I have ensured that my current projects and responsibilities will be managed in my absence. [You may suggest a colleague who will cover your duties or mention a plan for transition.] I will also be available for questions via [email/phone] during my absence, should any urgent matters arise.

I greatly appreciate your consideration of my request. I believe this development will significantly contribute to my professional growth and our team's success. I look forward to discussing this with you further.

Thank you for your understanding.

Sincerely,

[Your Name]