Date:

**Subject: Letter of absence**

Respected sir/madam,

Please consider this letter as a formal request to you from my side to get unpaid leave of 2 weeks from school so that I can take part in the career development program initiated by the British Council.

This program will last for 10 days. Since I have to go out of the station for attending this program, I am required to take a leave from 23rd December to 3rd January.

I have to go on leave because this program has been launched in our country for the very first time and I am not sure if I will be able to attend this program ever again in the future. In addition to it, this career development program will help me shape my career and teach students more effectively.

I am enclosing some important documents to prove my enrolment in the program. I hope that after attending this program, I will be in a better position to teach in your esteemed school. While I stay away from work, I would be happy if you find a replacement for two weeks.

I have already created a lesson plan for these two weeks that I hand over to Miss Lisa before I leave. You can give it to the replacement as it will provide ease in teaching the course to my classes. Please allow me to go on leave and attend this program. You can reach me anytime if you have any queries in mind.

Thank you so much for your cooperation and consideration

Sincerely,

Signatures of the teacher

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