Subject: Request for Temporary Layoff for Educational Purposes

Dear Badrinath Linga,

I hope this email finds you well. I am writing to discuss a matter that is important to me and my future, and I would appreciate your understanding and support in this endeavor.

I have recently been accepted into a study abroad program, which is a significant opportunity for personal and professional growth. This program will not only broaden my horizons but also enhance my skill set, which I believe will benefit our team upon my return. In light of this, I am requesting a temporary layoff from my current position at TechAffinity to pursue this educational opportunity.

My intention is to suspend my employment for the duration of my study abroad program, which is expected to last approximately 2 years and 6 months. I will not be actively working at the company during this period but am open to any terms or arrangements you may suggest for a smooth transition during my absence.

I am fully committed to ensuring a seamless transition of my responsibilities and can work closely with my colleagues to document my processes and assist in finding suitable temporary replacements if needed. I understand the importance of maintaining productivity and continuity within the team, and I am eager to work together to minimize any potential disruptions.

Upon my return, I intend to resume my position at TechAffinity with renewed energy and the knowledge I will gain during my time abroad. I believe that the skills and experiences I acquire during this period will be valuable assets to our team and the company as a whole.

I would appreciate your consideration of this proposal and would appreciate the opportunity to discuss this matter further with you to ensure a mutually beneficial arrangement. Please let me know your thoughts and any additional information you require to make an informed decision.

Thank you for your understanding and support of my educational pursuits. I look forward to hearing from you at your earliest convenience to discuss this matter further.

Sincerely,

Mazina Dan

Junior Software Developer