Leave application for appearing in an examination

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Leave application for examination - [Start Date] to [End Date]

Dear [Manager's Name],

I am appearing for the [Examination Name] conducted by [Institution / Board], and the papers are scheduled on [Exam Dates]. I request leave on those days, along with [Number] day(s) before the first paper for preparation and [Number] day(s) for travel, making a total of [Number] days from [Start Date] to [End Date].

I have attached a copy of the exam schedule and will share the hall ticket once it is issued. I would be grateful if this could be adjusted against my available leave, or marked as the appropriate type of leave under company policy.

Before I leave, I will complete the [Task / Report] and share a status note on the open items with [Colleague's Name]. I will resume work on [Return Date].

Please let me know if you need any further document.

Thank you for supporting my studies.

Regards,
[Your Name]
[Employee ID / Department]