

SAMPLE LEAVE REQUEST

11th September 2024 | Perth, Western Australia

Need Help Getting Approval To Attend EduFest WA?

We've created this template to help you out! Feel free to copy and paste the template below to craft a persuasive email to your leadership.

New message _ ↗ ✕

To

Subject Leave Request | EduFest WA Conference

Hi [Insert Name],

I hope this email finds you well. I am writing to request approval to attend the upcoming EduFest WA Conference on Wednesday the 11th of September 2024 at the Bloom Centre For Youth Innovation in Perth. As an educator committed to professional development and staying ahead of innovative practices to engage my students in their learning, I believe that attending this conference would greatly benefit both myself and our school community.

The EduFest WA program features panel discussions with industry leaders, keynote presentation from education leaders, and masterclasses delivered by educators from across the ecosystem to share best practice. By attending the conference, I hope to gain valuable insights into emerging trends, innovative teaching methodologies, and strategies to better prepare our students for the future.

Attending EduFest WA will provide me with opportunities to:

- Hear from industry leaders about the trends shaping the workforce our students are preparing for
- Learn about the latest approaches to engage students in their learning
- Participate in hands-on workshops and sessions focused on innovative teaching practices
- Explore opportunities for our school community to create impactful opportunities for our students

I believe that the knowledge and skills acquired from EduFest WA will not only benefit my professional growth but also contribute to the advancement of our school's educational objectives.

I have reviewed the conference agenda and have identified specific sessions that align with our school's strategic priorities. To ensure that the benefits from this event are felt across the school community, I plan to sharing my insights with our team through professional learning sessions after the event.


I kindly request your approval to attend EduFest WA on the 11th of September and I would be happy to provide any additional information you require regarding the event.

You are welcome to explore the conference program here: www.edufestwa.com/program

Thank you for considering my request.

Warm regards,

[Your Name]
 [Your Position]
 [Your Contact Information]



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