 To,

[Name of the sender]

[Designation of the respective person]

[Name of addressee]

Subject: letter of permission to study while working

Respected sir/madam,

This letter is to inform you that I [mention your name] is an employee of [mention the name of the company or the name of the organization] is working with our company for [mention years] years now. I want to take permission from you for continuing my studies while working. I am a bright student as well due to some reason I didn’t able to complete my studies and had to work for my family. Now I am willing to continue my further studies as now my family financial status is somewhat stable and I have got a chance to resume my study again.

With this letter I want to ask for permission to the authority for my further work while working at your company or organization.  I would be very much helpful to you if you grant my permission. Completing my course was my dream. All the documents have been attached with this letter; please check the attachment for your reference.

I would like to say, I assure you that I was a bright student during my college days and now as an employee of our company I will work harder to achieve my goals. Kindly, grant my permission I will be highly obliged to you.

 If you have any further queries you can reach us at [mention phone number] or through an email [mention email address].

Sincerely,

[Name of the sender]