

Compassionate Leave Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]

[Manager's Name]

[Manager's Job Title]

[Organization's Name]

Dear [Manager's Name],

I am writing to formally request compassionate leave from [Start Date] to [End Date] due to [brief explanation of the situation, e.g., a family emergency, illness of a loved one, etc.]. During this challenging time, I believe it is necessary for me to focus on my family's needs.

I understand the importance of my responsibilities and will ensure that all pending tasks are handled prior to my leave. I am more than willing to assist in transitioning my duties to other team members during my absence.

Thank you for considering my request. I appreciate your support and understanding during this difficult situation. I look forward to your prompt response.

Sincerely,

[Your Name]