

Compassionate Leave Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request compassionate leave due to a recent family tragedy. I have experienced the loss of [Relationship to Deceased], [Name of Deceased], and I need to take some time off to manage the associated responsibilities and to support my family during this difficult time.

I would like to request leave starting from [Start Date] to [End Date], if possible. I will ensure that all my responsibilities are up to date and will provide a handover to [Colleague's Name] to cover any urgent tasks in my absence.

Thank you for considering my request. I appreciate your understanding and support during this challenging period.

Sincerely,

[Your Name]