

# Compassionate Leave Appeal Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally appeal for an extension of my compassionate leave due to [brief explanation of circumstances, e.g., a serious family illness]. As previously discussed, I have been experiencing significant challenges while managing this situation, which has required my ongoing presence and support.

I understand that my initial leave period has concluded, and I sincerely appreciate your support thus far. However, [provide further details on why an extension is necessary, along with any relevant documentation if applicable].

Given these circumstances, I kindly request an extension of my compassionate leave until [proposed end date]. I believe this time will enable me to properly address these personal matters and return to work with the focus and dedication required.

I am committed to keeping you updated on my situation and will ensure all necessary documentation is provided. Thank you for considering my appeal, and I hope for your understanding during this challenging time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]