

Compassionate Leave Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[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 serious family health issue. My [relation, e.g., mother, father] has been diagnosed with [briefly describe health issue], and I need to be with them during this challenging time.

I would like to request leave starting from [start date] and anticipate returning on [end date]. I understand the importance of my responsibilities and will ensure all my tasks are up to date before my departure. I am willing to assist in the transition of my duties in any manner necessary.

Thank you for considering my request. I appreciate your understanding and support during this difficult time. I hope to hear from you soon regarding this matter.

Sincerely,

[Your Name]