

# Compassionate Leave Confirmation

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally confirm your compassionate leave request due to the bereavement of your [relation, e.g., mother, father, etc.].

Your leave has been approved from [start date] to [end date], and we understand the need for you to be away during this difficult time.

If there is anything further we can do to support you, please do not hesitate to reach out.

With deepest sympathy,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]