

Compassionate Leave Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Compassionate Leave

Dear [Manager's Name],

I am writing to formally request compassionate leave due to a personal situation that requires my immediate attention and emotional support. [Briefly explain the situation, e.g., "I have recently experienced a loss in my family and am seeking time off to process my emotions and support my loved ones during this difficult period."]

I would like to request leave starting from [Start Date] to [End Date]. I believe that during this time, I will be better able to manage my emotions and return to work more focused and productive.

I appreciate your understanding and support in this matter. Please let me know if you require any further information or documentation.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]