

Compassionate Leave Notice

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Compassionate Leave Request

Dear [Supervisor's Name],

I am writing to formally request a compassionate leave of absence from [start date] to [end date] due to my caretaking responsibilities for [relation, e.g., my mother, my child, etc.], who is facing [brief description of the situation, e.g., a health crisis, recovery from surgery, etc.].

I understand the importance of my role within the team and will ensure a smooth transition of my responsibilities during my absence. I am happy to assist in any way possible to prepare for my time away.

Thank you for considering my request. I appreciate your understanding during this challenging time. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]