

Compassionate Leave Request

Date: [Insert Date]

Your Name: [Your Name]

Your Position: [Your Position]

Department: [Your Department]

Manager's Name: [Manager's Name]

Company Name: [Company Name]

Dear [Manager's Name],

I am writing to formally request compassionate leave due to a recent personal loss. I have experienced the passing of my [relation, e.g., mother, father, friend], and I am in need of time to grieve and make necessary arrangements.

I would like to request leave starting from [start date] to [end date], totaling [number of days] days. I will ensure that all my responsibilities are up to date and accessible to the team during my absence.

Thank you for your understanding and support during this difficult time. I look forward to your consideration of my request.

Sincerely,

[Your Name]

[Your Contact Information]