

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 serious illness in my family. My [relation, e.g., mother, father, etc.] has been diagnosed with [specific illness or condition], and the situation requires my immediate attention and support.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed and will provide necessary handover details to my colleagues.

Thank you for your understanding during this difficult time. I appreciate your support, and I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]