

Compassionate Leave Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request compassionate leave due to urgent personal matters that require my immediate attention. I would like to request leave starting from [Start Date] to [End Date].

This situation is quite challenging for me, and I appreciate your understanding and support during this time. I will ensure that all pending tasks are managed before my leave, and I will provide any necessary handover instructions to ensure continuity in my absence.

Please let me know if you require any further information or documentation to facilitate this request. Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]