

Humanitarian Leave Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Humanitarian Leave Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request humanitarian leave for [number of days/weeks] starting from [start date] to [end date] due to [brief explanation of the humanitarian reason].

I understand the importance of my responsibilities at work and assure you that I will ensure a smooth transition of my tasks during my absence. I will [mention any arrangements made, e.g., handover duties, inform colleagues, etc.].

I kindly ask for your understanding and approval of my request for humanitarian leave during this difficult time. Please let me know if you need any further information or documentation.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]