

# Compassionate Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request compassionate leave due to the recent passing of my [relation, e.g., grandmother]. This unfortunate event has deeply affected me and my family, and I feel it is necessary for me to take some time away from work to be with my loved ones and to manage the arrangements.

I kindly request a leave of absence starting from [start date] to [end date]. I assure you that I will do everything possible to ensure a smooth transition of my responsibilities during my absence. I will remain available via email for any urgent matters.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]