

# Compassionate Family Emergency Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request compassionate leave due to a family emergency. [Briefly describe the nature of the emergency, e.g., illness or death in the family]. This situation requires my immediate attention and presence with my family.

I kindly request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are delegated appropriately before my departure, and I am happy to assist in transitioning my tasks to avoid disruption during my absence.

Thank you for considering my request. I appreciate your understanding and support during this difficult time. Please let me know if you need any further information.

Sincerely,

[Your Name]