

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[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 from [start date] to [end date] due to [brief explanation of the situation, e.g., the illness or passing of a family member]. This is a challenging time for me and my family, and I would greatly appreciate your understanding and support.

I will ensure a smooth transition of my responsibilities and will be available via email for any urgent matters. Please let me know if you require any further information or documentation.

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

Sincerely,
[Your Name]