

Compassionate Leave Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[University Name]

[University Address]

Dear [Recipient's Name],

I am writing to formally request compassionate leave from my position as [Your Position] within the [Department Name] at [University Name]. Due to [briefly explain the reason, e.g., a serious illness in the family, bereavement, etc.], I find it necessary to take time off to attend to this matter.

I am requesting leave starting from [start date] to [end date], during which I will ensure that all my responsibilities are covered and will provide necessary documents to assist in the handover process.

I appreciate your understanding during this difficult time, and I look forward to your support regarding my leave request.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Contact Information]