

Compassionate leave approval letter

Subject: Compassionate Leave Approved

Dear [Employee's Name],

We understand your circumstances and want to express our heartfelt support during this difficult time. Your request for compassionate leave from [start date] to [end date] has been approved.

Please take the time you need to be with your loved ones. Work will be managed in your absence, so you need not worry about your responsibilities.

Our thoughts are with you and your family.

With sympathy,

[Employer's Name]

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