

Compassionate Leave Letter Sample

Dear [Manager Name],

I am writing this letter to request for a compassionate leave so that I can stay next to my wife during and after her surgery which is due on [some date].

I am planning to leave on [start date] and return somewhere around [some date].

I have spoken to John and he is willing to cover for me during my absence.

I appreciate your understanding.

Regards

Get more templates here: <https://www.lettersandtemplates.com/letters/compassionate-leave-letter>