

Compassionate Leave Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request compassionate leave from [start date] to [end date]. It is with a heavy heart that I must inform you of a personal tragedy that has occurred within my immediate family.

[Provide a brief explanation of the situation, without disclosing unnecessary personal details. For example, "My [relationship], [family member's name], has recently been diagnosed with a serious illness. The doctors have indicated that [he/she] requires immediate attention and treatment."]

Considering the gravity of the situation, I am compelled to be present with my family during this challenging time. The support and care I can offer to my family members are crucial, and I believe that my presence will make a significant difference in their well-being and recovery.

I understand the impact this leave may have on the company and my colleagues, and I sincerely apologize for any inconvenience caused. If granted, I will make every effort to ensure a smooth transition of my responsibilities and provide any necessary assistance to my colleagues beforehand.

I will also be reachable via email or phone if any urgent matters arise during my absence.

I have attached the necessary documentation, such as medical certificates or any other relevant information, to support my compassionate leave request. If there are any additional forms or procedures that I need to complete, kindly let me know, and I will promptly take care of them.

I greatly appreciate your understanding and support during this difficult time. If there are any concerns or questions, please do not hesitate to reach out to me. I am more than willing to discuss any arrangements or alternatives that may be necessary to ensure the smooth operation of the company during my absence.

Thank you for your attention to this matter. I am truly grateful for your understanding, and I look forward to your positive response.

Sincerely,

[Your Name]

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