

Formal compassionate leave letter template

Subject: Request for Compassionate Leave

Dear [Manager's Name],

I am writing to formally request compassionate leave due to a personal family emergency. I would like to take leave starting from [Start Date] to [End Date] to attend to this matter.

I appreciate your understanding and support during this difficult time and will ensure that my responsibilities are managed appropriately before my leave begins.

Sincerely,

[Your Name]

[Your Position]

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