

Medical Emergency Leave for Dependent

Subject: Compassionate Leave Request - Child's Medical Emergency

Dear [Manager's Name],

I hope this message finds you well. I am reaching out during an incredibly challenging time for my family. My [son/daughter], [child's name], age [age], has been diagnosed with [condition] and requires immediate medical intervention and ongoing treatment.

As their primary caregiver, I need to request compassionate leave starting immediately to be present for [his/her] surgery scheduled for [date] and to provide care during recovery. I am requesting [number] weeks initially, with the possibility of extension based on medical advice.

This situation has come as a shock to our family, and I am grateful to work for an organization that values family and understands that sometimes life demands our full attention elsewhere. I have complete faith in my team to manage my responsibilities, and I will do everything possible to ensure a smooth transition before I leave.

I am happy to provide medical documentation from [child's] healthcare provider to support this request. I will stay in touch regarding my return timeline and will update you as I learn more about the treatment plan.

Thank you for your understanding and support during this frightening time.

With gratitude,

[Your Name]

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