

[Your Name]
[Your Job Title]
[Date]

To: [Manager's Name or HR Department]
[Company Name]

Subject: Compassionate Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request compassionate leave following the passing of my [Relationship to Deceased, e.g., Mother, Father, Spouse], who passed away on [Date].

I would like to request [Number] days of bereavement leave, starting from [Start Date] to [End Date]. I expect to return to work on [Return Date].

During my absence, I have ensured that [Name of Colleague] is aware of my urgent tasks. I will do my best to complete any outstanding priority items before my leave begins.

Thank you for your understanding and support during this difficult time for my family. Please let me know if there are any specific forms I need to complete or if you require any further documentation.

Sincerely,

[Your Signature]
[Your Printed Name]