

[Your Name]  
[Your Employee ID]  
[Your Phone Number]

[Date]

[Manager's Name]  
[Department Name]  
[Company Name]

Subject: Request for Compassionate Leave - Critically Ill Child

Dear [Manager's Name],

I am writing to formally request an immediate compassionate leave of absence to care for my child, [Child's Name], who has been diagnosed with a critical illness. Due to the severity of the medical situation, my presence is required for their care and medical consultations.

I am requesting leave starting from [Start Date] through [End Date/Until Further Notice]. I have attached the necessary medical certification from the treating physician to support this request.

Regarding my current responsibilities, I will [mention brief plan, e.g., hand over urgent tasks to Name / ensure my files are up to date]. I intend to remain reachable via email at [Your Email Address] for any urgent queries during this time, should the situation allow.

I understand the impact of my absence on the team and appreciate your support and understanding during this difficult time for my family. I will keep you updated regarding my expected return date as the situation progresses.

Thank you for your compassion and prompt consideration of this request.

Sincerely,

[Your Signature]

[Your Printed Name]