

[Your Name]
[Your Job Title]
[Your Employee ID]

[Date]

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

Subject: Urgent Compassionate Leave Request - [Spouse's Name]

Dear [Manager's Name],

I am writing to formally request an immediate compassionate leave of absence due to a sudden medical emergency involving my spouse, [Spouse's Name].

My spouse has been [briefly describe situation, e.g., hospitalized / diagnosed with a critical condition], and it is necessary for me to be present to provide care and manage medical decisions. I am requesting leave starting from [Start Date] through [Expected End Date]. I will keep you updated if this timeline changes based on the medical situation.

I have ensured that [colleague's name or "my team"] is aware of my current urgent tasks. I will do my best to provide further updates regarding my return to work as soon as the situation stabilizes.

I have attached [mention medical certificate or documentation if available/required] for your records.

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]