

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

To: [Manager's Name]
[Company Name]

Subject: Compassionate Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request compassionate leave following the recent passing of my [Relationship to Deceased, e.g., Father], [Name of Deceased].

I would like to request leave starting from [Start Date] to [End Date]. I expect to return to work on [Return Date]. This time will be used to attend the funeral services and assist with necessary family arrangements.

I will ensure that all my current tasks are handed over to [Colleague's Name] or completed before my absence. I can be reached at [Your Phone Number] in case of an urgent emergency regarding my work responsibilities.

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

Sincerely,

[Your Signature]
[Your Printed Name]