

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

[Manager's Name]
[Company Name]

Subject: Compassionate Leave Request - [Family Member Name]

Dear [Manager's Name],

I am writing to formally request a compassionate leave of absence. Unfortunately, a member of my immediate family, [Relationship, e.g., my father], has been diagnosed with a terminal illness.

I am requesting leave starting on [Start Date] and I expect to return on [End Date or "to be determined"]. This time will allow me to provide necessary care, support, and spend time with my family during this difficult period.

I am committed to ensuring a smooth transition of my current tasks. I will [mention brief plan, e.g., complete pending reports or brief my teammate] before my departure. I can be reached via email at [Email Address] for any urgent matters regarding my handover.

Thank you for your understanding and support during this sensitive time. I have attached the necessary medical documentation as per company policy.

Sincerely,

[Your Signature]
[Your Printed Name]