

[Your Name]  
[Your Employee ID]  
[Your Department]

[Date]

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

Subject: Request for Compassionate Leave

Dear [Name of Manager or HR Contact],

I am writing to formally request compassionate leave following a pregnancy loss. Due to these difficult circumstances, I am currently unable to perform my duties and require time away from work for physical and emotional recovery.

I am requesting leave starting on [Start Date] and I anticipate returning to work on [Expected Return Date]. I will keep you updated if this timeline changes based on medical advice.

I have attached [Medical Certificate/Supporting Documentation] as required by company policy. During my absence, [Colleague's Name] will be aware of urgent matters regarding my current projects, or you may contact me via email for essential information only.

Thank you for your understanding and support during this sensitive time. I look forward to your confirmation regarding this request.

Sincerely,

[Your Signature]  
[Your Printed Name]