

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

[Date]

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

Subject: Compassionate Leave Request - [Dependent's Name]

Dear [Manager's Name],

I am writing to formally request compassionate leave starting from [Start Date] to [End Date] due to the emergency hospitalization of my [Relationship, e.g., Mother/Child/Spouse].

My [Relationship] was admitted to [Hospital Name] on [Date] for [Reason/Surgery/Treatment]. As the primary caregiver, my presence is required at the hospital to assist with medical decisions and care during this critical period.

I have ensured that [Colleague's Name] is briefed on my current tasks to minimize any disruption to the team. I will do my best to check my emails periodically if the situation allows, but please contact me via phone at [Your Phone Number] for urgent matters.

I have attached the medical admission certificate for your records. I hope for your kind understanding regarding this family emergency and look forward to your approval.

Sincerely,

[Your Signature]
[Your Printed Name]