

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

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

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

Dear [Manager's Name],

I am writing to formally request a compassionate leave of absence starting from [Start Date] to [End Date] due to a sudden and severe medical crisis involving my [Mother/Father].

My parent has recently been diagnosed with [Briefly mention condition, e.g., a critical illness / underwent emergency surgery], and my presence is urgently required to assist with medical decisions, caregiving, and family support during this unstable time.

I have ensured that my current tasks are [Status, e.g., up to date / handed over to Name], and I will do my best to remain reachable via email for urgent matters if my situation allows. I have also attached [Medical Documentation/Hospital Note] as supporting evidence for this request.

I hope for your understanding and support during this difficult family emergency. I will keep you informed of any changes regarding my expected return date.

Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]