

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

[Manager's Name]  
[Company Name]

Subject: Request for Compassionate Leave - [Your Name]

Dear [Manager's Name],

I am writing to formally request a period of compassionate leave following a traumatic personal event that has occurred in my life. Due to the nature of these circumstances, I require time away from work to manage personal matters and focus on my wellbeing.

I would like to request leave starting from [Start Date] and hope to return to my duties on [End Date/Return Date]. I will keep you updated if my situation changes or if I require additional time.

Before my leave begins, I will ensure that all my urgent tasks are handed over to [Colleague's Name] and that my current projects are documented for the team. I am also available via email for any critical emergencies until [Date/Time].

I appreciate your understanding and support during this difficult time. I look forward to your confirmation regarding this request.

Sincerely,

[Your Signature]  
[Your Printed Name]