

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a compassionate leave of absence from [start date] to [end date] due to [briefly explain the reason, e.g., a family emergency, illness, etc.].

I understand the importance of my role and will ensure that my responsibilities are managed during my absence. I am happy to assist in training a colleague or provide any necessary information to facilitate a smooth transition.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter further.

Sincerely,

[Your Name]  
[Your Job Title]