

Leave Letter for Grandfather Sick to Manager

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Manager's Name]
[Manager's Position/Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Request for Leave of Absence Due to Grandfather's Illness

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you of a family emergency that requires my immediate attention.

Unfortunately, my beloved grandfather has fallen ill and is currently hospitalized. His condition is serious, and he requires the support and care of his family during this difficult time.

In light of this situation, I kindly request your approval for a leave of absence starting from [start date] to [end date] to be with my grandfather and assist my family during his illness. I assure you that I will make every effort to ensure that my responsibilities are taken care of before my departure and that any pending tasks are delegated appropriately.

Attached is a copy of the medical certificate confirming my grandfather's illness for your reference. If you require any additional documentation or have any questions, please do not hesitate to contact me.

Thank you for your understanding and consideration. I appreciate your support during this challenging time.

Sincerely,

[Your Name]
[Your Position/Department]
[Company/Organization Name]

