

Fiona Sinclair

Date: 14 July 2026
Our Reference: CBLR/8BA7B9BF
Document Type: Letter

Dear Fiona,

I am writing in response to your request for compassionate leave, which we received on 25 June 2026. We appreciate you informing us promptly during this difficult time, and we want to ensure we handle your request with the appropriate care and attention.

You have proposed to start your compassionate leave on 25 June 2026. We understand that such leave is important for you to manage personal circumstances and we aim to support you effectively while maintaining essential business functions.

To accommodate your absence, we have identified that the senior analyst will cover critical month-end tasks, with deadlines adjusted by two working days. The rota notifications to care teams will remain unaffected. Additionally, the finance close lead will provide handover notes and appropriate access to support continuity during your leave.

At this stage, we require a little more information before we can finalise the leave arrangements. Specifically, to confirm the reason for your leave, the expected duration of your absence, and any particular support you may need during this period.

Once this information is received, we will review and confirm the compassionate leave arrangement to ensure it aligns with both your needs and operational requirements. Please note that your wellbeing is important to us, and we will handle your information sensitively and confidentially.

Please provide the additional details requested at your earliest convenience to allow us to finalise the arrangements.

We encourage you to discuss any concerns you may have regarding work coverage or your return to work after your leave.

Your compassionate leave start date is noted as 25 June 2026, and we aim to support you throughout this period appropriately.

If you have any questions or need assistance in completing the required information, please do not hesitate to contact the HR team directly.



LETTER DETAILS

Employee

Fiona Sinclair

Role

Finance Controller

Case type

Compassionate / Bereavement Leave

Reference

HRA-8BA7B9BF



KEY DATES

Completed

14 July 2026

[Name]

[Title]

Yours sincerely,

For and on behalf of HRHeaven QA Sample Employer