

Notification of Temporary Leave of Absence

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally notify you of my temporary leave of absence due to the recent death of a family member. I will need to be away from work starting [start date] and anticipate returning on [return date].

During my absence, I will ensure that my responsibilities are delegated to [Colleague's Name] and will provide them with any necessary information to handle my duties in my absence.

Thank you for your understanding during this difficult time. If you need to reach me, I can be contacted via email or phone.

Sincerely,

[Your Name]