

Leave of Absence Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a personal loss in my family. I am deeply saddened to inform you that [briefly explain the situation, e.g., "my grandmother passed away" or "I have lost a close family member"].

I would like to request leave starting from [start date] to [end date]. I understand the importance of my responsibilities at work and will ensure that any pending tasks are delegated to [Colleague's Name] in my absence.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]