

Notification of Bereavement Leave

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally notify you that I am requesting bereavement leave due to the recent passing of [Relation, e.g., my grandmother]. I am heartbroken and need time to attend to family matters and mourn this loss.

I would like to request leave starting from [Start Date] to [End Date]. I will ensure that all my duties are managed in my absence and will coordinate with my team to cover any immediate responsibilities.

I appreciate your understanding during this difficult time. Please let me know if you need any further information or documentation.

Thank you for your support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]