

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to officially inform you of my absence from work on [dates of absence] due to the passing of my [relation], [Name of the deceased]. This has been a challenging time for my family and me, and I needed to take time to grieve and support my loved ones.

I appreciate your understanding during this difficult period and hope to return to work on [expected return date]. Please let me know if you need any further information or documentation regarding my absence.

Thank you for your support.

Sincerely,

[Your Name]