

Emergency Leave Letter for Bereavement

[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 formally request emergency leave due to the passing of a close family member. I am heartbroken by this loss and need to be with my family during this difficult time.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed and will assist in the transition of my tasks before my departure.

Thank you for your understanding and support in this challenging time. I will keep you updated on my situation and hope to return to work on [expected return date].

Sincerely,

[Your Name]