

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally acknowledge the loss of my [relation or close person], which has resulted in my absence from work. This difficult time has impacted my ability to fulfill my responsibilities, and I wanted to ensure that you are aware of the situation.

I appreciate your understanding and support during this time and will keep you updated regarding my return to work.

Thank you for your compassion and consideration.

Sincerely,

[Your Name]