

Dear [Manager's Name],

I am writing to formally notify you of my need to take bereavement leave due to the passing of my [relation, e.g., grandmother]. This loss has deeply affected me, and I need time to grieve and make necessary arrangements.

I would like to request leave starting from [start date] and expect to return by [return date]. I will ensure that all my responsibilities are managed before my absence and will keep in touch regarding any urgent matters.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]