

Bereavement Leave Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Bereavement Leave

Dear [Supervisor's Name],

I am writing to formally request bereavement leave due to the passing of my [relation, e.g., grandmother]. I was informed of her passing on [date of passing] and would like to take time off to attend her funeral and manage family affairs.

I would like to request leave starting from [start date] to [end date], and I will ensure to hand over my responsibilities to [Colleague's Name] during my absence. I appreciate your understanding during this difficult time.

Thank you for your consideration. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]