

Dear [Manager's Name],

I am writing to formally inform you of my need to take bereavement leave due to the passing of my [relation, e.g., grandmother]. This is a difficult time for me and my family, and I would like to request leave starting from [start date] to [end date].

I will ensure that all my responsibilities are handed over to [Colleague's Name] during my absence to ensure a smooth workflow. I appreciate your understanding and support during this time.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]