

Bereavement Absence Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of my absence from work due to a recent bereavement in my family. I regret to inform you that [insert name of deceased], [insert relationship to employee], passed away on [insert date].

I will require some time to attend to family matters and to grieve this loss. I plan to be away from work starting from [insert start date] and expect to return on [insert return date].

Thank you for your understanding during this difficult time. Please let me know if you need any further information or documentation.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]