

Leave Application for Bereavement

Date: [Insert Date]

To,

The Manager,
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request a bereavement leave due to the unfortunate passing of my close friend, [Friend's Name], who passed away on [Date of Death]. This loss has deeply affected me, and I will need time to grieve and attend the memorial services.

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 and will check my email periodically to handle any urgent matters.

Thank you for considering my request during this difficult time. I appreciate your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]