

Bereavement Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request bereavement leave following the passing of my spouse, [Spouse's Name], on [Date of Passing]. This is a challenging time for my family and me, and I need to take some time off to grieve and make necessary arrangements.

I would like to request leave starting from [Start Date] and anticipate returning to work on [Return Date]. I will do my best to ensure a smooth transition and will keep you updated if my circumstances change.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Name]