

Bereavement Leave Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request bereavement leave following the recent passing of my sibling, [Sibling's Name], on [Date of Passing]. This is a difficult time for my family and me, and I need to take some time to grieve and support my family during this period.

I would like to request leave starting from [Start Date] to [End Date]. I will ensure that all my responsibilities are managed before my leave and will be available to assist with any urgent matters via email if necessary.

Thank you for your understanding during this challenging time. I look forward to your support and approval of my leave request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]