

Bereavement Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request bereavement leave due to the passing of my beloved pet, [Pet's Name]. This loss has deeply affected me, and I would appreciate some time to grieve and handle the necessary arrangements.

I would like to request leave starting from [Start Date] to [End Date], and I will ensure that all my responsibilities are taken care of before my departure.

Thank you for your understanding during this difficult time.

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