

# **Bereavement Leave Notification**

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Bereavement Leave Request

Dear [Supervisor's Name],

I am writing to formally notify you of my need for bereavement leave due to the passing of my beloved parent, [Parent's Name]. This loss has deeply affected me and I would like to take time to grieve and make necessary arrangements.

I would like to request leave starting from [Start Date] to [End Date]. I will ensure that my responsibilities are managed in my absence and will keep you updated during this time.

Thank you for your understanding during this difficult period.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]