

Bereavement Leave Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a bereavement leave due to the loss of my [relationship, e.g., father, mother, sibling], who passed away on [date of passing]. This loss has deeply affected me, and I need time to grieve and make necessary arrangements.

I would like to request leave starting from [start date] to [end date]. I will ensure that all my responsibilities are managed and will coordinate with my team to minimize any impact during my absence.

Thank you for your understanding during this difficult time. I hope to hear from you soon regarding my request.

Sincerely,

[Your Name]