

[Your Name]  
[Your Employee ID]  
[Date]

[Manager's Name]  
[Department]  
[Company Name]

Re: Request for Extended Grief and Bereavement Leave

Dear [Manager's Name],

I am writing to formally request an extension to my bereavement leave following the recent passing of my [Relationship to Deceased], [Name of Deceased].

While I appreciate the initial time off provided by the company, I am currently finding it difficult to manage the emotional impact of this loss and the remaining legal and personal arrangements. Therefore, I am requesting an additional [Number] days/weeks of leave.

I propose my extended leave to begin on [Start Date] and I anticipate returning to work on [Return Date].

During my absence, I have ensured that [Name of Colleague] is briefed on my urgent tasks to minimize disruption to the team. I am also open to discussing whether this additional time can be taken as unpaid leave, accrued vacation time, or personal leave, per company policy.

Thank you for your understanding and support during this difficult time. I look forward to your response.

Sincerely,

[Your Signature]  
[Your Printed Name]