

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Bereavement Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request a bereavement leave of absence due to the passing of my [Relationship to Deceased, e.g., Grandmother], [Deceased's Name].

I would like to request [Number] days of leave, starting from [Start Date] to [End Date]. I plan to return to work on [Return Date].

During my absence, I will ensure that my current projects are handed over to [Colleague's Name] or are at a suitable stopping point. I will check my emails periodically if there are any urgent matters, but I would appreciate your understanding regarding my limited availability during this time.

I have attached the necessary documentation as required by the company policy. Please let me know if there are any further forms I need to complete.

Thank you for your support and understanding during this difficult time.

Sincerely,

[Your Signature]

[Your Printed Name]