

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

[Manager's Name]
[Company Name]

Subject: Immediate Family Bereavement Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request bereavement leave following the passing of my [Relationship, e.g., Father/Mother/Sibling], who passed away on [Date].

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 tasks are [briefly describe status, e.g., handed over to Name / completed]. I will be available via email for any urgent matters that cannot wait until my return.

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

Sincerely,

[Your Signature]
[Your Printed Name]