

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally request bereavement leave following the passing of my [Relationship to Deceased, e.g., Aunt/Cousin/Grandfather], [Name of Deceased].

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 mention status, e.g., handed over to Name / completed in advance]. I will be available via email for any urgent matters until [Date/Time].

Thank you for your understanding and support during this difficult time for my family. Please let me know if there are any specific forms or documentation I need to provide.

Sincerely,

[Your Signature]
[Your Printed Name]