

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

To: [Manager's Name or HR Department]  
[Company Name]

Subject: Bereavement Leave Request - [Your Name]

Dear [Manager's Name],

I am writing to formally request bereavement leave following the devastating loss of my child, [Child's Name], who passed away on [Date].

I would like to request leave starting from [Start Date] through [End Date]. I intend to return to work on [Return Date].

During my absence, I will be unavailable as I focus on making arrangements and grieving with my family. I have ensured that [Name of Colleague] is informed of my current pending tasks to minimize disruption to the team.

I will provide any necessary documentation, such as an obituary or death certificate, upon my return if required by company policy.

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

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]