

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

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

Subject: Request for Paid Bereavement Leave

Dear [Manager's Name],

I am writing to formally request paid bereavement leave following the passing of my [Relationship to Deceased, e.g., mother], [Name of Deceased], on [Date of Death].

I would like to request [Number] days of leave, starting from [Start Date] and returning to work on [Return Date]. I understand that according to company policy, I am entitled to paid bereavement leave for this purpose.

During my absence, I will ensure that [Name of Colleague] is briefed on my current projects to handle any urgent matters. I can be reached via email at [Your Email Address] for any critical emergencies.

I have attached [Mention Documentation, e.g., obituary or funeral program] as required by company policy. If you need any further information, please let me know.

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

Sincerely,

[Your Signature]
[Your Printed Name]