

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

To: [Manager's Name]
[Department Name]

Subject: 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., Grandmother], [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]. This time will be used to attend the funeral services and handle family arrangements.

As required by company policy, I have attached the obituary for [Name of Deceased] to this letter as documentation of my request.

I will ensure that all my current tasks are handed over to [Colleague's Name] or completed before my departure. I can be reached via email at [Your Email Address] in case of an emergency.

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

Sincerely,

[Your Signature]
[Your Printed Name]

Attachment: Obituary of [Name of Deceased]