

Date: [Insert Date]

To: [Supervisor or HR Name]

Department: [Insert Department Name]

Company: [Insert Company Name]

Subject: Bereavement Absence Authorization Request

Dear [Recipient Name],

I am writing to formally request a bereavement leave of absence following the passing of my [Relationship to Deceased, e.g., Mother/Father/Spouse], [Name of Deceased].

I am requesting to be away from work starting on [Start Date] and plan to return on [End Date]. During this period, I will be attending the funeral services and taking time to handle family matters.

I have ensured that my current tasks are [briefly state status, e.g., up to date or handed over to Name]. I will check my email periodically if there are urgent matters that require my immediate attention, although I would appreciate privacy during this time.

I understand the company policy regarding bereavement leave and will provide any necessary documentation, such as an obituary or death certificate, upon my return if required.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Position]