

[Your Name]
[Your Job Title]
[Your Employee ID, if applicable]
[Date]

[Manager's Name]
[Company Name]
[Department]

Dear [Manager's Name],

Please accept this letter as formal notification that I will be returning to my position as [Your Job Title] on [Return Date]. This follows my extended bereavement leave which began on [Start Date].

I would like to express my sincere gratitude for the extended time off and the support provided by [Company Name] during this difficult period. Having this additional time to attend to family matters and grieve has been very helpful.

I have ensured that I am updated on major developments during my absence, and I am prepared to resume my full duties. I will meet with you upon my arrival to discuss any pending projects or updates that require my immediate attention.

Thank you again for your understanding and flexibility.

Sincerely,

[Your Signature]
[Your Printed Name]