

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Bereavement Leave

Dear [Employee Name],

Please accept our deepest condolences for your loss. We understand that this is a difficult time for you and your family.

This letter is to formally approve your request for bereavement leave. According to our records and your request, your leave will be scheduled as follows:

Leave Start Date: [Start Date]

Expected Return Date: [Return Date]

Total Number of Days: [Number of Days]

During this period, your leave will be [paid/unpaid] as per the company policy. If you find that you need additional time off or require further assistance, please contact [Human Resources/Manager Name] as soon as possible.

We wish you and your family peace and comfort during this time.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]