

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

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

Subject: Religious Mourning Period Leave Accommodation Request

Dear [Manager's Name],

I am writing to formally request a religious accommodation for a period of mourning following the passing of [Relationship to Deceased].

In accordance with my religious beliefs and practices as a [Name of Religion/Faith], I am required to observe a formal mourning period known as [Name of Ritual, e.g., Shiva, Iddah, etc.]. This period involves specific religious obligations that prevent me from performing my regular work duties.

I am requesting leave from [Start Date] to [End Date]. I expect to return to work on [Return Date].

I am happy to discuss how my current tasks can be covered during my absence. I have already [mention any progress, e.g., set an out-of-office reply / briefed a colleague] to ensure a smooth transition.

Thank you for your understanding and support during this difficult time. Please let me know if you require any further information regarding this request.

Sincerely,

[Your Signature]
[Your Printed Name]