

Bereavement Leave Letter

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a period of bereavement leave following the recent passing of a close family member. I am deeply saddened by this loss, and I require time to grieve, attend necessary arrangements, and support my family during this difficult time.

I would like to inform you that the family member who has passed away is [Name of deceased] and their relationship to me was [e.g., parent, grandparent, sibling]. The funeral service is scheduled for [Date] at [Location], and I will need to be present to fulfill my responsibilities and provide emotional support to my family.

I kindly request a bereavement leave starting from [Date] and lasting for approximately [Number of days] days. I understand that the company's policy may require additional documentation, and I am prepared to provide the necessary evidence, such as an obituary or funeral program, to support my request.

During my absence, I am confident that my colleagues will be able to handle my workload effectively. I am willing to delegate my tasks and responsibilities or provide any necessary instructions to ensure a smooth transition during my leave. If there are any urgent matters that require immediate attention, please do not hesitate to contact me via email or phone, and I will respond promptly.

I am grateful for your understanding and support during this challenging time. I have always appreciated the supportive work environment we have at [Company/Organization Name], and I am confident that my colleagues will provide the necessary support to help me through this period.

Please let me know if there is any additional information or documentation required from my end to process this request. I will be more than willing to fulfill any necessary obligations. I would appreciate receiving a written confirmation of my bereavement leave request once it has been approved, outlining the start and end dates of my leave.

Thank you for your attention and consideration. I look forward to your prompt response.

Yours sincerely,

[Your Name]