

Informal Email for Bereavement Leave

Subject: Bereavement Leave Request

Hi [Manager's Name],

I am saddened to inform you that my [relation] has passed away. I would like to take leave from [start date] to [end date] to be with my family and attend the necessary ceremonies.

Please let me know if you need any documentation or additional information. I appreciate your understanding during this difficult time.

Thank you,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/bereavement-leave-letter>