

HR Formal Bereavement Leave Letter

Subject: Bereavement Leave Notification

Dear HR Team,

I wish to inform you of my need to take bereavement leave following the passing of my [relation] on [date]. I request leave from [start date] to [end date] and would appreciate the necessary formalities being processed.

Attached are the supporting documents including the death certificate for your records.

Sincerely,

[Your Name]

[Employee ID]

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