

Longer Duration Bereavement Leave Letter

Subject: Request for Extended Bereavement Leave

Dear [Manager's Name],

Following the passing of my [relation] on [date], I would like to request an extended bereavement leave from [start date] to [end date]. This will allow me to attend family matters and travel if necessary.

I have delegated urgent work to [colleague] and will ensure a smooth handover of responsibilities.

Your understanding and support during this time is greatly appreciated.

Thank you,

[Your Name]

[Your Department/Position]

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