

Bereavement Leave Acknowledgement - Sympathetic

Subject: Our Condolences - Bereavement Leave Approved

Dear [Employee Name],

Please accept our deepest condolences on the loss of your [relationship]. We cannot imagine what you're going through right now.

Your bereavement leave from [date] has been approved immediately. Please take all the time you need during this difficult period. If you require additional time beyond our standard policy, we will work with you to find a solution.

Your work responsibilities are being handled by your team, so please focus entirely on yourself and your family. If there's anything we can do to support you during this time, please don't hesitate to ask.

Our thoughts and prayers are with you.

With sympathy,

[Manager Name]

[Department]

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