

Formal Leave Letter for Death of a Family Member

Subject: Request for Bereavement Leave

Dear [Manager's Name],

I am deeply saddened to inform you of the passing of my [relation, e.g., father/mother]. I would like to request leave from [start date] to [end date] to attend the funeral and be with my family during this difficult time.

I apologize for any inconvenience my absence may cause and will ensure that all urgent tasks are delegated or completed before my leave. Thank you for your understanding and support.

Sincerely,

[Your Name]

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