

Heartfelt Leave Letter for Death of a Loved One

Subject: Bereavement Leave Request

Dear [Manager's Name],

It is with a heavy heart that I inform you of the passing of my [relation]. I kindly request leave from [start date] to [end date] to mourn and support my family during this painful time.

I greatly appreciate your understanding and support, and I will ensure that all pending work is appropriately managed prior to my leave.

Sincerely,

[Your Name]

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