

Extended Bereavement Leave Letter

Subject: Request for Extended Bereavement Leave

Dear [HR/Manager],

I am writing to request an extension of my current bereavement leave following the passing of my [Relationship to deceased]. The standard bereavement period has proven insufficient for handling the complex arrangements and emotional recovery required during this difficult time.

I am respectfully requesting an additional [Number] days of leave, extending my absence until [New Return Date]. This additional time is needed to complete estate matters, support other family members, and process this significant loss appropriately.

The responsibilities involved in settling my [family member's] affairs are more extensive than initially anticipated, including legal proceedings, property management, and caring for other affected family members who are struggling with this loss.

I understand this extends beyond the standard company bereavement policy, and I am willing to take this additional time as unpaid personal leave if necessary. My colleague [Name] has graciously agreed to continue covering my responsibilities, and I have provided them with all necessary access and information.

This loss has been particularly challenging for our family, and I want to ensure I can return to work fully present and able to perform at my usual level. I believe this additional time will allow me to do so effectively.

Thank you for your compassion and flexibility during this difficult period.

With gratitude,

[Your Name]

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