

Death Anniversary Leave Letter

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Date]

[Supervisor's Name]

[Supervisor's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Leave Request for Death Anniversary

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request leave to observe the death anniversary of my [relation], [Family Member's Name], who passed away on [Date]. This is a significant occasion for my family, and I would like to be present to commemorate and support each other during this time of remembrance.

Details of the Leave Request:

- Leave Start Date: [Specify the Date]
- Leave End Date: [Specify the Date]
- Total Number of Leave Days: [Number of Days]

I understand the importance of my responsibilities at [Company Name], and I will ensure that all my pending tasks are either completed or appropriately delegated before my departure. I am willing to provide any necessary documentation related to the situation.

I appreciate your understanding and support during this emotional period. If possible, I will remain accessible by phone or email for any urgent matters that may require my attention.

Thank you for your consideration, and I look forward to your guidance on the next steps.

Sincerely,

[Your Full Name]

[Your Employee ID]

[Your Contact Information]

[Your Signature, if sending a hard cop