

## Death in the Family Leave Letter

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Supervisor's Name]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to inform you of a personal tragedy that requires my immediate attention. Unfortunately, there has been a death in my family. [Provide details about the family member, such as the relationship and their name].

In light of this situation, I am requesting a leave of absence starting from [Start Date] to [End Date] to attend to the necessary arrangements and to be with my family during this difficult time. I understand the importance of my responsibilities at work and will make every effort to ensure a smooth transition during my absence.

If required, I can provide additional documentation, such as a death certificate, to support this request. I am committed to completing any pending work before my departure and will keep you updated on my availability to return to work.

I appreciate your understanding during this challenging period and thank you for your support.

Sincerely,

[Your Full Name]  
[Your Employee ID or Department]  
[Your Signature - if sending a hard copy]