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| *WARNING:*   1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/> 2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues. 3. Providing this letter and permitting its use does not amount to legal advice and is not an adequate substitute for legal advice. 4. The copyright owner has taken reasonable efforts to ensure this letter is legally accurate and up-to-date. However, the copyright owner takes no responsibility for errors, omissions, or consequences for the manner in which the letter is used. 5. We strongly recommend that you obtain independent legal advice before using this letter.   *USING THIS LETTER:*   1. Fill in the areas that are marked with square brackets - [LIKE THIS]. 2. Print and Sign. 3. Make a copy then post the letter. 4. Do NOT send this instruction page.   *WHEN TO USE THIS LETTER:*  Use this letter to apply for bereavement leave.  You are entitled to up to 3 days bereavement leave if you experience the loss of a spouse/partner, parent, child, sibling, grandparent, grandchild or your spouse/partner’s parent.  Your employer may also allow you to take one day of bereavement leave for the death of a person (not listed above) with whom you share a close relationship. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR BEREAVEMENT LEAVE**

I am writing to ask for bereavement leave.

The following person has died: [INSERT NAME OF DECEASED PERSON]

I believe I qualify for the following bereavement leave:

[COMPLETE (A) OR (B)]:

1. 3 days leave because the deceased person is my:

[INSERT ONE OF THE FOLLOWING: SPOUSE/PARTNER, PARENT, CHILD, SIBLING, GRANDPARENT, GRANDCHILD OR YOUR SPOUSE/PARTNER’S PARENT]

1. 1 day leave because I had a close personal relationship with the person in the following way:

[DESCRIBE THE NATURE OF THE CLOSE PERSONAL RELATIONSHIP]

I would like to take the following days off work:

[LIST DAY(S) YOU WISH TO TAKE OFF].

Thank you for considering this request. I look forward to your hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]