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*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]