

# Bereavement Leave Application Form

Use this **leave application form** sample for bereavement leave to formally notify your employer about the loss of a loved one. This template ensures your request is clear and respectful, allowing for necessary time off during difficult moments. Customize it to fit your personal circumstances and company policies.

Employee Name:

Employee ID:

Department:

Reporting Manager:

Relation to Deceased:

Name of Deceased:

Leave Start Date:

Leave End Date:

Total Days Requested:

Additional Comments (optional):

I certify that the information provided above is accurate to the best of my knowledge.