

# Emergency Medical Leave Notification

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Dear [Manager's Name],

I am writing to formally notify you that I need to take an emergency medical leave starting from [Start Date] to [End Date] due to [brief explanation of the medical issue, if comfortable].

I will ensure that all my responsibilities are managed and [Colleague's Name] has agreed to cover my duties during my absence. I will also keep you updated on my situation and notify you as soon as I am able to return to work.

Thank you for your understanding during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]