

Leave Application

Date: [Insert Date]

To,

[Supervisor/Manager's Name]

[Company Name]

[Company Address]

Dear [Supervisor/Manager's Name],

I am writing to formally request a sudden leave of absence due to [brief reason, e.g., a personal emergency, sudden illness, etc.]. I apologize for the short notice and any inconvenience this may cause.

I kindly request leave starting from [start date] to [end date], and I will ensure all my responsibilities are managed in my absence. I am willing to assist in any way possible to ensure a smooth workflow during this period.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]