

Unforeseen Leave Notice

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]

Dear [Recipient's Name],

I am writing to formally notify you that I am unable to attend work due to unforeseen circumstances. My absence is effective immediately as of [Start Date] and I anticipate returning to work on [Expected Return Date].

I apologize for any inconvenience this may cause and appreciate your understanding. I will do my best to ensure a smooth transition during my absence and will keep you updated on my situation.

Thank you for your attention to this matter. Please feel free to reach out to me at [Your Phone Number] or [Your Email] if you need further information.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]