

# Leave of Absence Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally notify you of my abrupt leave of absence from work due to unforeseen legal matters that require my immediate attention. As a result, I will be unable to fulfill my responsibilities starting from [Start Date].

I apologize for the short notice and any inconvenience my absence may cause. I will do my best to ensure a smooth transition of my duties and will keep you updated on my situation.

Thank you for your understanding.

Sincerely,

[Your Name]