

Emergency Leave Notice

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Emergency Leave Request - Bereavement

Dear [Manager's Name],

I am writing to formally request emergency leave due to the passing of a close family member. This is a difficult time for me, and I need to be with my family to provide support and attend the memorial services.

I would like to request leave starting from [Start Date] to [End Date]. I will do my best to ensure a smooth transition of my responsibilities and will keep in touch regarding my duties during this time.

Thank you for your understanding and support during this difficult period.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]