

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an immediate leave of absence due to a family emergency that requires my immediate attention. I understand the importance of notifying you promptly and I will ensure that my responsibilities are taken care of during my absence.

If possible, I would appreciate your guidance on transitioning my tasks and any urgent matters as I am away. I expect to be gone for [number of days/weeks] and will keep you updated on my situation as it evolves.

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

Sincerely,

[Your Name]