

Date: [Insert Date]

To: [Supervisor's Name]

[Department/Unit Name]

[Healthcare Facility Name]

[Facility Address]

Dear [Supervisor's Name],

I am writing to formally notify you that I am in need of emergency leave due to [briefly explain the reason, e.g., a sudden medical issue, family emergency, etc.]. I will be unable to fulfill my duties starting from [start date] and anticipate returning on [return date].

I understand the importance of my role and will ensure a proper handover of my responsibilities [if applicable, specify how you will manage your workload]. I will remain reachable via [your contact information] should any urgent matters arise during my absence.

Thank you for your understanding. I will keep you updated on my situation as it progresses.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]