

Emergency Leave Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request emergency leave from work due to urgent family issues that require my immediate attention. I would appreciate your understanding in this matter.

My anticipated leave period will be from [start date] to [end date]. I understand the importance of my responsibilities and will ensure a smooth handover of my duties to [Colleague's Name] during my absence.

Thank you for your understanding and support during this difficult time. Please let me know if you require any additional information.

Sincerely,

[Your Name]