

To: [Manager's Name]

From: [Your Name]

Date: [Today's Date]

Subject: Emergency Leave Notification

Dear [Manager's Name],

I am writing to inform you that I am unable to attend work due to an emergency that requires my immediate attention. I will need to take leave starting from [start date] and anticipate returning on [return date].

I apologize for any inconvenience my absence may cause and will ensure that my responsibilities are covered during this period. Please let me know if you need any further information or assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]