

Emergency Leave Notification

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Emergency Leave Notification

Dear [Supervisor's Name],

I am writing to formally notify you that I am unable to attend work due to a personal emergency that requires my immediate attention. I am requesting leave starting from [Start Date] and anticipate returning on [Return Date].

I will ensure that any urgent tasks are delegated accordingly and will be available via email for any pressing matters during my absence.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]