

Emergency Absence Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Emergency Absence Notification

Dear [Recipient's Name],

I am writing to formally notify you that I am unable to attend work due to a home emergency that requires my immediate attention. The situation arose unexpectedly, and I need to address it as soon as possible.

I will keep you updated on my progress and inform you of my expected return date. Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]