

Emergency Leave Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an emergency leave of absence due to a family crisis that requires my immediate attention. I need to attend to pressing family matters that cannot be postponed.

I kindly request to take leave starting from [Start Date] and expect to return on [Return Date]. I will ensure that all my responsibilities are managed appropriately during my absence and will provide updates as needed.

Thank you for your understanding during this difficult time. I appreciate your support. Please let me know if you need any further information.

Sincerely,

[Your Name]