

# Emergency Leave Notice

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[Date]

Dear [Manager's Name],

I am writing to formally request an emergency leave of absence due to personal matters that require my immediate attention. I understand the impact this may have on our team and will ensure that all my responsibilities are managed during my absence.

I kindly request leave starting from [Start Date] to [End Date]. I will do my best to hand over my current projects and keep you updated on my situation.

Thank you for your understanding and support during this time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]