

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Date: [Insert 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 from work due to [briefly explain the reason, e.g., a family medical emergency, personal health issues, etc.]. I would need to take leave starting from [start date] to [end date].

I understand the importance of my role and will do everything possible to ensure a smooth transition during my absence. I will be available via [your preferred communication method] if anything urgent arises.

Thank you for your understanding and support during this difficult time. I hope to return to work as soon as possible.

Sincerely,

[Your Name]