

[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 a critical leave of absence due to urgent personal matters that require my immediate attention. I hope to begin my leave on [start date] and anticipate returning to work on [return date].

I understand the importance of my responsibilities and will do my best to ensure a smooth transition before my departure. I am willing to assist in delegating my duties to ensure team productivity during my absence.

Please let me know if you need any further information or if we can discuss this matter at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]