

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Emergency Absence Authorization Request

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request authorization for an emergency absence from work due to [brief description of the emergency situation].

I anticipate that I will need to be away from work starting on [start date] and expect to return on [return date]. I understand the importance of my responsibilities and will ensure that all urgent matters are managed before my leave. Additionally, I am happy to provide any further information needed or assist in coordinating any responsibilities with my team.

I appreciate your understanding and support during this challenging time and look forward to your approval.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]