

Emergency Leave Application

Date: [Insert Date]

To,

The Manager,
[Company Name]
[Company Address]

Dear [Manager's Name],

I am writing to formally request emergency leave due to health-related issues. I have been experiencing [briefly describe health issue] and my doctor has advised me to take immediate rest to ensure proper recovery.

I would like to request leave starting from [start date] to [end date]. I assure you that I will do my best to complete my pending work before my leave and will ensure a smooth transition of my responsibilities during my absence.

I appreciate your understanding and support during this time. Please let me know if you need any further information or documentation regarding my health status.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Position]
[Contact Information]