

Emergency Time-Off Application

Date: [Insert Date]

To: [Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Supervisor's Name],

I am writing to formally request emergency time off from work due to [briefly explain the reason, e.g., a family emergency, medical issue, etc.]. I hope to take leave starting from [start date] and anticipate returning on [return date].

I understand the importance of my responsibilities and will ensure that any urgent tasks are delegated prior to my absence. I will also be available via email for any critical issues that may arise.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]