

Dear [Manager's Name],

I am writing to formally notify you that I need to take a leave of absence due to critical personal issues that require my immediate attention. I regret to inform you that I will not be able to attend work from [Start Date] to [End Date].

I will ensure that my responsibilities are managed in my absence and will provide any necessary handover details to the team. I appreciate your understanding during this difficult time.

Thank you for your support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]