

Sudden Personal Situation Notice

[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 inform you that I have encountered a sudden personal situation that requires my immediate attention. Due to this unforeseen circumstance, I will need to take [specific number] days off starting from [start date].

I apologize for any inconvenience this may cause and will do my best to ensure a smooth transition of my responsibilities. Please let me know if there are urgent tasks that need my attention before I leave.

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]