

# Familial Emergency Leave Endorsement

Date: [Insert Date]

To: [Insert Supervisor's Name]

From: [Your Name]

Subject: Request for Familial Emergency Leave

Dear [Supervisor's Name],

I am writing to formally request a leave of absence due to a familial emergency that requires my immediate attention. I have encountered an urgent situation involving [briefly describe the nature of the emergency, e.g., a medical issue with a family member].

I would like to request leave starting from [start date] to [end date]. During my absence, I will ensure that all my ongoing tasks are delegated appropriately and will remain available for urgent correspondence via email/phone.

Thank you for your understanding and support during this challenging time. I hope to return to work promptly once this matter is resolved.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]