

Family Emergency Leave Application

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to a family emergency that requires my immediate attention. I would like to request leave starting from [Start Date] to [End Date], during which I will be unavailable for work.

I understand the impact my absence may have on our team, and I will do my best to ensure a smooth transition of my responsibilities to minimize any disruptions.

Thank you for your understanding during this difficult time. I hope to hear from you soon regarding my leave request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]