

Emergency Leave Notice

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Immediate Family Emergency Leave Request

Dear [Supervisor/Manager's Name],

I am writing to formally request an immediate leave of absence due to a family emergency. Unfortunately, I have just received news that [briefly explain the emergency situation, e.g., "my father has been hospitalized due to a serious illness"].

I will need to take leave starting from [start date] and expect to return on [return date]. I will ensure that all my responsibilities are managed appropriately in my absence and will keep you updated on my situation.

Thank you for your understanding during this difficult time. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]