

Short-Term Family Emergency Leave Request

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Request for Short-Term Family Emergency Leave

Dear [Supervisor/Manager's Name],

I am writing to formally request a short-term 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 this time, I will ensure that all my responsibilities are covered and will coordinate with my team to minimize any disruptions.

I appreciate your understanding in this matter and hope to resume my duties as soon as possible. Please let me know if you need any further information or documentation.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]