

[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 formally request emergency leave due to an unexpected family situation that requires my immediate attention. I regret any inconvenience this may cause and assure you that I will do my best to minimize any disruption.

My leave is expected to start from [Start Date] and I anticipate returning to work on [Return Date]. I will ensure that all my responsibilities are handed over to [Colleague's Name] during my absence to ensure continuity.

Thank you for your understanding during this difficult time. I will keep you updated on my situation and inform you if my return date changes.

Sincerely,

[Your Name]