

[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],

Subject: Emergency Leave Request

I am writing to formally request emergency leave starting from [start date] to [end date] due to [brief explanation of the reason, e.g., a family emergency, personal health issue].

I understand the impact my absence may have on the team and have ensured that my current projects are up to date. I will be reachable via [phone/email] should you need to contact me during my leave.

Thank you for your understanding. I hope to return to work on [return date].

Sincerely,

[Your Name]
[Your Job Title]