

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Emergency Leave Notification

I am writing to formally notify you that I need to take an emergency leave from work due to [brief description of the reason, e.g., a family medical emergency]. I apologize for the short notice and appreciate your understanding in this matter.

I expect to be away from [start date] to [end date], and I will ensure that all my responsibilities are managed before my departure. I can be reached at [your phone number or email] should you need to discuss anything while I am away.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]