

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[HR Manager's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [HR Manager's Name],

I am writing to formally request emergency leave from work due to [brief explanation of the emergency situation, e.g., a family medical emergency]. I would need to be away starting from [start date] and anticipate returning on [return date].

I understand the importance of my responsibilities and will ensure that all my pending tasks are managed appropriately before my leave.

[Optionally mention any arrangements you've made or handover plans].

Thank you for your understanding and support during this challenging time.

Sincerely,

[Your Name]
[Your Position]