

Subject: Emergency Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request emergency leave due to [briefly explain the reason, e.g., a family emergency, medical issue]. I will need to be away from work starting [start date] and anticipate returning on [return date].

I will ensure that all my responsibilities are managed during my absence. [If applicable, mention anyone covering your duties, or how you will handle urgent matters]. Please let me know if you need any further information or documentation.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]