

Subject: Emergency Leave Notification

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you that I am unable to attend work due to an emergency situation.

**\*\*Details of Absence:\*\***

- **\*\*Leave Start Date:\*\*** [Insert start date]
- **\*\*Expected Return Date:\*\*** [Insert return date, if known]
- **\*\*Reason for Leave:\*\*** [Briefly explain the nature of the emergency, if comfortable]

I will do my best to ensure a smooth transition of my responsibilities during my absence. I am reachable via email/[phone number] if you require any urgent information or if there's anything I can assist with while away.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]