

[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: Workplace Emergency Leave Notice

I am writing to formally notify you of my need to take emergency leave from work due to [briefly explain the nature of the emergency, e.g., a medical situation, family emergency, etc.]. I will need to be absent starting from [start date] and anticipate returning on [expected return date].

I understand the importance of my responsibilities and will do my best to ensure a smooth transition during my absence. I will [mention any arrangements made, e.g., contact a colleague to help cover, complete urgent tasks prior to leave, etc.].

Please let me know if you need any further information or if there are forms I need to fill out for this emergency leave. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]