

Leave Letter for Family Emergency

Subject: Urgent Leave Request

Dear [Manager's Name],

I am requesting emergency leave starting today due to an unforeseen family situation. I will keep you informed and provide updates regarding my availability.

I apologize for any inconvenience caused and appreciate your understanding during this time.

Sincerely,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/leave-letter>