

Casual Email Request for Family Leave

Subject: Leave Request for Family Reasons

Hi [Manager's Name],

I hope you are doing well. I need to take some time off from [Start Date] to [End Date] due to a family situation that requires my attention.

Please let me know if this works or if you need any further information from my side. I will make sure my responsibilities are covered during my absence.

Thanks,

[Your Name]

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