

Heartfelt Leave Letter for Family Emergency

Subject: Request for Leave Due to Family Emergency

Dear [Manager's Name],

I am reaching out to request an urgent leave of absence from [Start Date] to [End Date] due to a critical family matter that requires my immediate attention.

I apologize for the short notice and will ensure a smooth handover of my responsibilities to [Colleague Name] during my absence. I appreciate your understanding and support during this challenging time.

Sincerely,

[Your Name]

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