

Emergency pregnancy leave notification

Subject: Immediate Medical Leave - [Your Name]

Dear [Manager's Name],

Due to unexpected pregnancy complications, I need to begin medical leave immediately as advised by my physician. I will not be able to work starting [Date] and anticipate being out for approximately [Time Period].

I am currently working on [Brief list of urgent items] and will need someone to take over these responsibilities immediately. My project files are located in [Location/System], and I have left notes on my desk regarding pending items.

I will contact you within 48 hours with more detailed information about my expected return date once I have consulted further with my medical team. Please let me know what additional documentation you need from me.

I apologize for the short notice and any inconvenience this may cause.

Best regards,

[Your Name]

[Phone Number]

[Date]

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