[Your Name]
[Your Job Title]
[Your Employee ID Number]

[Date]

[Manager's Name or HR Manager Name]
[Company Name]
[Department]

Subject: Emergency Medical Leave of Absence Request

Dear [Manager's Name],

Please accept this letter as formal notification that I am unable to attend work effective immediately due to a sudden and unforeseen medical emergency. As a result, I am requesting an emergency medical leave of absence.

At this moment, I anticipate being away from work from [Start Date] until approximately [Estimated End Date]. I will keep you updated regarding my recovery progress and provide a definitive return-to-work date as soon as I am cleared by my healthcare provider.

I understand that this is short notice. I have [mention status of urgent tasks, e.g., handed over my current files to Name / left my login details with my supervisor] to ensure minimal disruption. I will provide the necessary medical documentation and formal certification as soon as I am able to do so.

Thank you for your understanding and support during this difficult time. Please let me know if there are specific forms I need to complete while I am on leave.

Sincerely,

[Your Signature (if printing)]

[Your Printed Name]
[Your Phone Number]
[Your Personal Email Address]