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

[Date]

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

Subject: Emergency Medical Leave of Absence - [Your Name]

Dear [Manager's Name],

Please accept this letter as formal notification that I am unable to attend work starting [Start Date] due to an unexpected medical emergency. At this time, I anticipate needing to be away until [Expected Return Date, or state "further notice"].

Due to the urgent nature of this situation, I was unable to provide more advance notice. I intend to keep you updated on my status and will provide the necessary medical documentation regarding my absence as soon as possible.

During my absence, I have reached out to [Colleague's Name] to handle [Specific Task/Project], and I will do my best to ensure a smooth transition of my current responsibilities once I am medically able to do so.

Thank you for your understanding and support during this difficult time. I look forward to returning to work as soon as I am recovered.

Sincerely,

[Your Signature (if sending by mail)]

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