[Your Name]
[Your Job Title]
[Date]

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

Subject: Request for Unforeseen Hardship Personal Leave of Absence

Dear [Name],

I am writing to formally request an immediate personal leave of absence due to unforeseen and significant personal hardships. Because of the nature of these circumstances, I am requesting a period of leave starting on [Start Date] and ending on [End Date/Tentative Return Date].

Currently, these unexpected challenges require my full attention and have made it difficult for me to perform my professional duties at the level required. I intend to use this time to resolve these matters so that I can return to work fully focused.

I have ensured that my current tasks are in the following state: [Briefly mention status or hand-off plan]. I am happy to discuss how my responsibilities can be managed during my absence before I begin my leave.

I understand that this request is sudden and appreciate your understanding and support during this difficult time. I will keep you updated should my expected return date change.

Sincerely,

[Your Signature]
[Your Printed Name]