

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

[Manager's Name]
[Company Name]

Subject: Urgent Medical Emergency Leave Request - [Your Full Name]

Dear [Manager's Name],

I am writing to formally request an immediate emergency medical leave of absence due to an unforeseen medical situation involving [myself / an immediate family member].

I anticipate being away from work starting [Start Date] and expect to return by [Estimated Return Date], pending medical clearance. I will keep you updated if this timeline changes based on medical advice.

Due to the nature of this emergency, I am currently unable to fulfill my professional duties. [Optional: I have briefed (Colleague's Name) on my urgent tasks / I will hand over my pending tasks as soon as possible].

I will provide the necessary medical documentation regarding this emergency upon my return. Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]
[Your Phone Number]