

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

[Manager's Name]
[Company Name]

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

Dear [Manager's Name],

Please accept this letter as formal notification that I need to take an immediate leave of absence due to a sudden medical emergency involving an immediate family member.

I anticipate being away from work starting [Start Date] and expect to return by [Estimated Return Date]. I will keep you updated if this timeline changes as the situation develops.

During my absence, I have ensured that [Name of Colleague] is briefed on my current urgent tasks. I will do my best to check my email periodically for critical matters, provided the situation allows.

I apologize for the short notice and appreciate your understanding and support during this difficult time. I am happy to provide any necessary medical documentation upon my return.

Sincerely,

[Your Signature]
[Your Phone Number]