

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

To: [Manager's Name]
[Company Name]

Dear [Manager's Name],

Please accept this letter as formal notification that I need to take immediate emergency leave due to a sudden bereavement in my family. The deceased is my [Relationship to you, e.g., Father/Sister].

I anticipate being away from work starting today, [Date], and I expect to return on [Expected Return Date]. I will keep you updated if this timeline changes once funeral arrangements have been finalized.

During my absence, I have asked [Colleague's Name] to handle any urgent matters regarding [Project/Task Name]. For any critical emergencies, I can be reached via email at [Your Email Address], though I ask for your patience regarding my response time.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]
[Your Printed Name]