

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Emergency Leave of Absence - Childcare Issues

Dear [Manager's Name],

Please accept this letter as formal notification that I am unable to come to work today, [Date], due to an unforeseen childcare emergency. My usual childcare arrangements have fallen through unexpectedly, and I must remain home to care for my child.

I plan to return to work on [Date of Return]. During my absence, I will check my emails periodically for urgent matters, provided my situation allows.

I have notified [Colleague's Name] regarding the status of my current tasks. I apologize for any inconvenience this sudden absence may cause the team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Phone Number]