

[Your Name]
[Your Job Title]
[Your Employee ID]

[Date]

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

Subject: Emergency Leave of Absence - Natural Disaster Evacuation

Dear [Manager's Name],

I am writing to formally request an emergency leave of absence effective immediately, [Date], due to a mandatory evacuation order issued for my area regarding [Type of Disaster, e.g., Wildfire, Hurricane, Flood].

Because of the severity of the situation, I must prioritize the safety of my family and the securing of my property. I anticipate being away from work until [Expected Return Date, or "further notice once the area is declared safe"].

I will do my best to check my email periodically if power and internet access allow, but please understand that my response time may be delayed. I will provide an update on my status as soon as I have relocated to a safe area.

I have [Name of Colleague] briefed on my current tasks and have handed over urgent files where possible. Thank you for your understanding and support during this emergency.

Sincerely,

[Your Signature]
[Your Phone Number/Emergency Contact]