

Subject: Emergency Leave of Absence - [Your Name]

Dear [Manager's Name],

Please accept this letter as formal notification that I am unable to come to work today, [Date], due to an unexpected and urgent domestic incident at my home that requires my immediate attention.

I anticipate being back at work by [Expected Return Date]. I will keep you updated if my situation changes and I require additional time.

I will do my best to check my emails periodically, but for urgent matters, please contact me via my personal phone at [Phone Number]. I apologize for this late notice and any inconvenience my absence may cause the team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]