

To: [Manager's Name]

From: [Your Name]

Date: [Current Date]

Subject: Urgent Caregiver Emergency Leave Request

Dear [Manager's Name],

I am writing to formally request an urgent emergency leave of absence from my position as [Your Job Title], effective immediately, [Date].

Due to an unforeseen medical emergency involving a family member for whom I am the primary caregiver, I must step away from my duties to provide essential care and manage their immediate needs. At this moment, I anticipate being away from work until [Expected Return Date], though I will keep you updated if this timeline changes.

I understand the timing is sudden. Regarding my current tasks:

- [Task/Project Name]: Status is [Status] and can be found at [Location].
- [Task/Project Name]: [Colleague's Name] has been briefed on this.

I will do my best to check my email periodically for urgent matters, but please understand that my availability will be limited. You can reach me at [Phone Number] in case of a true emergency.

Thank you for your immediate attention to this request and for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Employee ID, if applicable]