

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

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

Subject: Emergency Leave Due to Unforeseen Accident

Dear [Manager's Name],

Please accept this letter as formal notification that I am unable to report to work starting today, [Start Date], due to an unexpected accident involving [myself / a family member].

Because of the sudden nature of this emergency, I am currently unable to determine the exact length of my absence. However, I expect to return by [Estimated Return Date] and will keep you updated as the situation develops.

I have notified [Colleague's Name] regarding my immediate pending tasks. For urgent matters, I can be reached via email at [Your Email Address] or by phone at [Your Phone Number] when circumstances allow.

I apologize for the short notice and any inconvenience this may cause the team. Thank you for your understanding.

Sincerely,

[Your Signature]
[Your Printed Name]