

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

[Manager's Name]
[Company Name]

Subject: Urgent Medical Emergency Leave - [Your Name]

Dear [Manager's Name],

I am writing to formally request an immediate emergency leave of absence due to a critical medical emergency involving my partner. As they are currently in a critical condition and require my direct support and presence for medical decision-making and care, I need to take leave starting [Start Date].

At this moment, I anticipate being away until approximately [Expected Return Date]. However, I will keep you updated as the situation evolves and provide a firmer return date as soon as possible.

I have notified [Colleague's Name] regarding my current pending tasks to ensure minimal disruption. I will provide formal medical documentation supporting this emergency request upon my return.

Thank you for your understanding and support during this difficult time.

Sincerely,

[Your Signature]
[Your Phone Number]