

Date: [Date]

To: [Manager's Name / HR Department]

Company: [Company Name]

Subject: Urgent Leave of Absence - [Your Full Name]

Dear [Recipient Name],

Please accept this letter as formal notification that I am unable to attend work effective immediately, [Date], due to an acute mental health emergency. At this time, I must prioritize my health and follow the immediate advice of my healthcare providers.

I anticipate being away from my duties until at least [Tentative Return Date]. I will provide a formal medical certificate or further documentation from my healthcare provider as soon as it becomes available.

During my absence, I have ensured that [Name of Colleague] is aware of any urgent tasks that require immediate attention. However, I will be unavailable for contact during this period to focus on my recovery.

I appreciate your understanding and support regarding this sensitive matter. I will update you regarding my return to work status as soon as I am medically cleared to do so.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID/Position]