

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

[Manager's Name]
[Company Name]

Subject: Emergency Leave of Absence - Urgent Legal Matter

Dear [Manager's Name],

Please accept this letter as formal notification that I need to take an immediate emergency leave of absence starting [Start Date] due to an unforeseen and urgent legal matter that requires my personal attendance.

At this moment, I anticipate being away until [Expected Return Date]. I will keep you updated if this timeline changes as the situation progresses.

I have ensured that [Colleague's Name] is aware of my current pending tasks, and I have handed over all necessary files to minimize disruption to the team. For any critical emergencies during my absence, I can be reached via email at [Your Email Address], though my response time may be delayed.

Thank you for your understanding and support regarding this sensitive matter.

Sincerely,

[Your Signature]
[Your Printed Name]