[Your Name]
[Your Employee ID]
[Your Phone Number]

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Emergency Relocation Leave Request

Dear [Manager's Name],

I am writing to formally request an emergency leave of absence from my position, effective immediately, due to an urgent and unforeseen relocation requirement. Due to [briefly mention reason, e.g., a natural disaster, sudden eviction, or safety concerns], I must relocate my primary residence unexpectedly.

I anticipate being away from work from [Start Date] to [End Date]. I expect to resume my regular duties on [Return Date].

During my absence, I will do my best to [mention any handover plans, e.g., check emails periodically or delegate tasks to a specific colleague]. I have attached [mention any supporting documentation, if applicable] to support this urgent request.

Thank you for your immediate attention to this matter and for your understanding during this difficult time. I will keep you updated if my expected return date changes.

Sincerely,

[Your Signature]

[Your Printed Name]