

[Your Name]
[Your Job Title]
[Your ID Number]

[Date]

[Manager's Name]
[Company Name]

Subject: Emergency Medical Leave of Absence

Dear [Manager's Name],

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

At this moment, I anticipate being away until approximately [Estimated Return Date]. I will keep you updated if this timeline changes based on medical advice. I have attached the necessary medical documentation for your records.

During my absence, I have asked [Colleague's Name] to handle any urgent matters regarding my current projects. For any critical issues that cannot wait, I can be reached via email at [Your Email Address], though my response time may be delayed.

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

Sincerely,

[Your Signature]
[Your Printed Name]