

Personal and emotional leave request message

Subject: Need to Take Some Time Off After My Accident

Hi [Manager's Name],

I hope this email finds you well. I'm reaching out because I've had quite a setback and need to request some time off to recover.

Yesterday evening, I was involved in a car accident on my way home from work. While I'm grateful it wasn't more serious, I sustained injuries to my back and shoulder that require immediate medical attention and physical therapy. The doctor has advised me to take at least two weeks off work to focus on healing properly.

I know this timing isn't ideal, especially with the [project name] deadline approaching, but I need to prioritize my health right now. I've already spoken with [colleague's name] about covering my most urgent tasks, and I'll make sure to brief them properly on everything before I start my leave.

I plan to keep you updated on my recovery progress and will provide a doctor's note as soon as I receive it. If there's anything specific you need me to handle before I begin my leave, please let me know and I'll do my best to take care of it.

Thank you so much for your understanding and support. I'm hoping to return soon and get back to contributing to our team's success.

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/accident-leave-letter>