Sample Emergency Leave Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Emergency Leave Approval

I am writing to confirm the approval of your request for emergency leave from [Start Date] to [End Date]. We understand the urgency of your situation and are committed to supporting you during this time.

Please consider this email as formal confirmation of your approved emergency leave. If you require any assistance or need to extend your leave, please contact our HR department.

We appreciate your dedication and hope for a positive resolution to your circumstances.

Best regards,

[Your Name]

[Your Title]