

Urgent Christmas Family Emergency Leave

Subject: Urgent Christmas Leave Request - Family Emergency

Dear [Supervisor's Name],

I am writing to request immediate leave during the Christmas period due to an unexpected family emergency. My [family member relationship] requires my immediate attention and support during this difficult time.

I understand this request comes with short notice, and I sincerely apologize for any inconvenience this may cause to the team and our operations. The situation requires my presence from [date] through [date].

I have briefed [colleague's name] on my current responsibilities and will ensure all urgent matters are addressed before my departure. I will remain accessible via phone for any critical issues that cannot wait until my return.

I appreciate your understanding during this challenging time and will provide updates on my expected return date as the situation develops.

Thank you for your support and consideration.

Respectfully,

[Your Name]

[Contact Information]

[Date]

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