

Safety Emergency Leave Request

Subject: Confidential - Urgent Leave Request

Dear [Manager's Name/HR Manager],

I am writing to request immediate compassionate leave due to a serious personal safety matter that requires my urgent attention. For confidentiality reasons, I am unable to provide specific details at this time.

I need to request leave starting immediately for approximately [number] days/weeks. I will provide updates on my return date as circumstances allow.

I have made arrangements for [colleague] to handle my immediate responsibilities and will be available by email for critical issues only.

I would greatly appreciate your discretion regarding this matter. I am happy to provide any necessary documentation in confidence to HR.

Thank you for your understanding and support.

[Your Name]

[Contact Information]

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