

Immediate Family Emergency Leave Request

Subject: Urgent Leave Request - Family Emergency

Dear [Manager's Name],

I am writing to request immediate compassionate leave due to a family emergency. My [relationship - father/mother/sibling] has been hospitalized with a critical condition, and I need to be with my family during this difficult time.

I am requesting leave starting [date] and anticipate needing approximately [number] days, though I may need to extend this depending on the situation. I will keep you informed of any developments and provide updates on my expected return date.

I have briefed [colleague's name] on my current projects, and they have agreed to handle urgent matters in my absence. I will remain accessible via email for critical issues that only I can address.

I understand this creates challenges for the team, and I sincerely appreciate your understanding during this difficult period. I will submit any required documentation upon my return.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Date]

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