

Urgent engagement leave request template

Subject: Urgent: Engagement Leave Request

Dear [Manager's Name],

I apologize for the short notice, but I need to request immediate leave for my engagement ceremony, which has been scheduled sooner than expected due to family circumstances.

I need to take leave starting [date] for [number] days. I understand this is quite sudden, and I sincerely apologize for any inconvenience this may cause to the team and ongoing projects.

I am immediately working to ensure all critical tasks are addressed before my departure. I will stay late today and tomorrow to complete urgent deliverables and will provide comprehensive handover documentation to [colleague's name] who has agreed to assist during my absence.

I will remain accessible via email for any urgent matters and can be reached at [phone number] if absolutely necessary. However, I hope to minimize interruptions during this important family time.

I truly appreciate your understanding of this unexpected situation and your flexibility in accommodating this request.

Best regards,

[Your Name]

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