

Death in Family Emergency Leave

Subject: Emergency Family Leave Request - Immediate Need

Dear [Manager's Name],

I am writing to inform you of a family emergency that requires my immediate attention and absence from work. I have just received word that my [relationship] has passed away unexpectedly, and I need to take emergency family leave to attend to funeral arrangements and support my family during this difficult time.

I understand this is short notice, but the circumstances are beyond my control. I anticipate needing approximately [number] days off, beginning [date]. I will do my best to return to work by [date], though I may need to request additional time depending on how arrangements proceed.

I have briefed [colleague's name] on my current projects and will ensure all urgent matters are addressed before I leave today. I will remain accessible by phone and email for any critical issues that may arise during my absence.

Please let me know what documentation you require for this leave request. I appreciate your understanding during this challenging time.

Sincerely,

[Your Name]

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