

Medical Emergency Family Leave

Subject: URGENT - Emergency Leave Required

Dear [Supervisor's Name],

I need to request immediate emergency leave due to a serious medical crisis in my family. My [family member] has been hospitalized with [general condition if comfortable sharing], and I am the primary caregiver responsible for making medical decisions and coordinating care.

This situation developed suddenly, and I need to leave work today to be at the hospital. I expect to need at least [timeframe] off, though the exact duration will depend on medical developments and recovery progress.

I have arranged for [colleague] to cover my immediate responsibilities, and I've forwarded all urgent emails to them. I will check messages periodically and respond to anything critical, but my primary focus must be on my family right now.

I will keep you updated on my expected return date as the situation becomes clearer. Thank you for your understanding and support.

Best regards,

[Your Name]

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