

Child Emergency Leave Request

Subject: Family Emergency Leave - Child Care Crisis

Dear [HR Manager/Supervisor],

I am requesting emergency family leave due to an urgent situation involving my child. [Brief explanation: accident, sudden illness, school emergency, etc.] that requires my immediate attention and presence.

As a parent, I must prioritize my child's safety and well-being, which means I cannot fulfill my work obligations at this time. I anticipate needing [timeframe] to address this emergency and ensure proper care arrangements are in place.

I have notified my team members and delegated time-sensitive tasks to [colleagues]. I will monitor my email sporadically and respond to urgent matters when possible, but my availability will be extremely limited.

I apologize for any inconvenience this may cause and appreciate your understanding that family emergencies sometimes require immediate action. I will provide updates on my return date as soon as I have more information.

Thank you for your consideration.

Respectfully,

[Your Name]

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