

Elderly Parent Emergency Care

Subject: Emergency Family Leave - Elderly Parent Care

Dear [Manager's Name],

I hope you'll understand that I'm writing this with a heavy heart. My elderly [mother/father] has experienced a serious health emergency and has been admitted to the hospital. As their primary family contact and the person responsible for their care decisions, I need to request immediate family emergency leave.

The situation is quite serious, and the doctors have indicated that the next few days will be critical. I need to be present to speak with medical staff, coordinate care, and provide emotional support during what may be a very difficult time.

I realize this puts the team in a challenging position, and I've done my best to prepare for my absence. I've briefed [colleague] on my ongoing projects and ensured that all client communications are up to date. I'll remain reachable by phone for any truly urgent matters, though my availability will be limited.

I'm hoping to return within [timeframe], but I may need to request additional time depending on how things progress. I promise to keep you informed and provide as much notice as possible for my return.

Thank you for your compassion and understanding during this difficult time.

With gratitude,

[Your Name]

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