

Natural Disaster Family Emergency

Subject: Emergency Leave Request - Natural Disaster Impact

Dear [HR Department/Supervisor],

I am writing to formally request emergency family leave due to a natural disaster that has significantly impacted my family's safety and property. [Hurricane/Flood/Fire/etc.] has [affected our home/displaced family members/caused damage], requiring my immediate attention and presence. My family members are currently [evacuation status/temporary housing situation], and I need to coordinate emergency housing, insurance claims, and ensure everyone's basic needs are met. This situation requires my full attention and physical presence to navigate the crisis effectively.

I anticipate needing [timeframe] to address the most urgent aspects of this emergency, though the full recovery process may take considerably longer. I will provide updates on my situation and expected return date as circumstances develop.

I have made arrangements for coverage of my essential duties and will remain available by phone for critical work matters when possible. However, my primary focus must be on my family's immediate safety and shelter needs.

I appreciate your understanding and support during this challenging time and look forward to returning to work as soon as circumstances permit.

Formally yours,

[Your Name]

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