

# Mental Health Family Emergency

Subject: Confidential - Emergency Family Leave Request

Dear [Supervisor's Name],

I need to request immediate emergency leave to address a serious mental health crisis affecting a family member. This situation requires intensive support and supervision, and I am the only family member available to provide the necessary care and coordination with healthcare providers.

Due to the sensitive nature of this emergency, I prefer to keep details confidential, but I want to assure you that this is a legitimate crisis requiring immediate intervention and ongoing support.

I expect to need [timeframe] initially, with the possibility of extending this leave depending on treatment progress and stability. I will maintain communication regarding my return date and any changes to my availability.

I have arranged for [colleague] to handle urgent matters in my absence and will check email periodically for critical issues. However, my primary focus must be on providing family support during this mental health emergency.

Thank you for respecting the confidential nature of this situation and for your understanding.

Sincerely,

[Your Name]

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