

Family Accident Emergency Leave

Subject: Emergency Leave - Family Accident

[Manager's Name],

Family emergency - my [family member] was in an accident and I need to get to [hospital/location] immediately. Taking emergency leave starting now.

[Colleague] knows about my current projects. Will update you on timeframe as soon as I know more.

May need several days depending on injuries and recovery.

Available by phone for urgent matters only.

Thanks for understanding.

[Your Name]

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