

Emergency Leave Approval

Subject: Immediate Leave of Absence Approved

Dear [Employee Name],

We understand that you are facing a family emergency and need to take immediate leave. Your request for emergency leave has been approved effective immediately.

You are approved for leave from [Start Date] through [Estimated End Date]. We recognize that the situation may be unpredictable, and we remain flexible regarding your return date. Please keep us updated on your circumstances as you are able.

Your position is secure, and we will work with you to ensure a smooth transition back to work when you are ready. In the meantime, [Colleague Name] will cover your urgent responsibilities.

Please don't hesitate to reach out if you need any support or have questions about your benefits during this difficult time.

Take care,

[Manager Name]

[Department]

Get more templates here:

<https://www.lettersandtemplates.com/letters/leave-of-absence-letter-to-employee>