

Email for urgent family emergency leave

Subject: Urgent Leave Request

Dear [Manager's Name],

I am writing to inform you that due to a family emergency, I need to take a leave of absence effective immediately, starting [date]. I cannot yet confirm my exact return date, but I will keep you updated as the situation progresses.

I apologize for the short notice and will do my best to ensure my responsibilities are managed during my absence. Please let me know if you need any further details.

Thank you for your understanding,

[Your Name]

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