## **Emergency medical leave request email template**

Subject: Emergency Medical Leave Request

Dear [Manager's Name],

I am writing to inform you that due to a sudden medical emergency, I will need to take leave effective immediately from [Start Date]. I will provide the necessary medical documents as soon as possible.

Please inform the team about my absence and kindly assist in assigning urgent tasks. I appreciate your understanding and support.

Thank you,

[Your Name]

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