

Urgent Leave Request - Short Notice

Subject: Urgent Annual Leave Request - [Date]

Dear [Manager's Name],

I apologize for the short notice, but I need to request emergency annual leave starting [Date] for [X] days due to [brief explanation of urgent situation, e.g., "unexpected family emergency," "urgent personal matter"].

I understand this is outside our normal notice period, and I've taken immediate steps to minimize disruption:

- [Colleague's Name] has agreed to cover my immediate responsibilities
- All critical tasks for today have been completed
- I've documented the status of ongoing projects in [location]
- I am reachable by phone at [Number] for genuine emergencies

I have [X] days of annual leave remaining, and I will use [X] days for this request.

I realize this creates challenges for the team, and I sincerely apologize for any inconvenience. If you need any additional information or there are critical tasks that only I can handle, please call me immediately.

I will check email periodically and respond to urgent matters as quickly as possible under the circumstances.

Thank you for your understanding during this difficult time.

Regards,

[Your Name]

[Contact Information]

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