

Family Emergency Leave Message

Subject: Urgent Family Emergency Leave Request

Dear [Supervisor's Name],

I am writing to inform you of an urgent family emergency that requires my immediate attention and presence. I need to request a temporary leave of absence starting [Date] for approximately [Duration].

A close family member has experienced a serious medical emergency, and I need to travel to [Location] to provide care and support during this critical time. The situation is unexpected and requires my full attention to coordinate medical care and family arrangements.

I understand this is short notice, but the circumstances are beyond my control. I will do everything possible to minimize disruption to our team and current projects. I have already reached out to [Colleague's Name] to cover my immediate responsibilities and will provide detailed instructions for all pending tasks.

I will keep you updated on my situation and provide a more definitive timeline for my return as soon as possible. I can be reached via phone at [Phone Number] for any urgent matters.

I appreciate your understanding during this difficult time and look forward to returning to work as soon as the family situation stabilizes.

Sincerely,

[Your Name]

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