## Emergency Leave

Subject: Emergency leave request

Dear [employer’s name],

I'm writing this email to notify you that I've decided to take emergency leave starting today. [reason for emergency leave]

I plan to go back to work in [no. of days] days, on [expected date of return].

[Optional: I've informed [stand-in’s name]about this and [he/she] will be covering for me while I’m unavailable.

Thank you for your consideration.

Sincerely,

[Name]

[current job title]

[Contact Number]

[Contact Email]