

Emergency Leave Letter for Mother Operation - Example

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Manager's Name]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Request for Emergency Leave due to Mother's Operation

Dear [Manager's Name],

I hope this email finds you well. I am writing to inform you of a family emergency that requires my immediate attention. My mother is scheduled to undergo surgery tomorrow due to a medical condition, and I need to be with her during this critical time.

Given the urgency of the situation, I kindly request your approval for emergency leave starting from [start date] to [end date] to ensure that I can be present for my mother's surgery and provide her with the necessary support and care during her recovery period.

I understand the importance of my responsibilities at work and assure you that I will do my best to minimize any inconvenience caused by my absence. I have informed my colleagues about my situation and have delegated my ongoing tasks to ensure that they are adequately covered during my absence.

Please find attached the medical documents related to my mother's surgery for your reference. I would be grateful if you could consider my request and provide your approval at the earliest convenience.

Thank you for your understanding and support during this challenging time. I will keep you updated on any developments regarding my mother's condition and my return to work.

Sincerely,

[Your Name]