

Family Emergency Leave Letter

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

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to inform you about a family emergency that requires my immediate attention and presence.

[Provide brief details about the family emergency, such as the nature of the situation and the family member involved.]

Due to the urgency of the matter, I am requesting family emergency leave starting from [Start Date] to [End Date]. I understand the importance of my responsibilities at work and will make every effort to ensure a smooth transition during my absence.

If there are any specific procedures or documentation required for family emergency leave, please let me know, and I will promptly provide the necessary information. I am also available to discuss any urgent matters that require immediate attention before I leave.

I appreciate your understanding during this challenging time and will keep you updated on my situation and my expected return to work.

Thank you for your support.

Sincerely,

[Your Full Name]
[Your Employee ID or Department]
[Your Signature - if sending a hard copy]