

Emergency Leave Application

Date:

To,

The Manager

..... (Company/Organization Name)
..... (Office Address)

Subject: Application for Emergency Leave

Respected Sir/Madam,

I am, working as in department.

I am writing to inform you that I am facing a sudden emergency due to Therefore, I kindly request you to grant me emergency leave for days, from to

I will ensure pending tasks are handed over appropriately and will resume my duties as soon as possible.

Kindly consider my request and grant me leave for the mentioned period.

Thank you for your consideration.

Yours sincerely,

.....
(Signature)

.....
(Employee ID)

.....
(Contact Number)

Important Notes:

- Provide accurate details about the emergency and its duration, if possible.
- Inform your supervisor and HR as soon as possible in emergencies.
- Handover pending tasks to colleagues before leaving, where feasible.
- Attach any relevant documentation, if available, to support your application.
- Follow up with HR or reporting manager upon your return to resume work smoothly.