

To: hr_manager@business.com
From: name_of_employee@business.com
Cc: direct_supervisor@business.com

Dear Name of Employer:

This email is to inform you that I need to take emergency leave starting today. My daughter just called me to inform me that my wife collapsed in the grocery store and has been taken to Name of Hospital. I need to go to the hospital as soon as possible. I don't as yet know if she is seriously ill, and will inform you as soon as I can.

I plan to return to work the day after tomorrow on DATE because I need a day to arrange for someone to come live in our home for a few days until my wife is discharged from the hospital.

I have informed my colleagues of my situation and am assured that my work will not suffer during this time. I can be reached at Phone Number at any time if you have any questions or would like more information. I can also be reached at Email Address.

Thank you for your consideration at this unsettling time. I look forward to receiving a positive response.

Sincerely,

Name of Employee
List of Attachments