

Emergency Leave Application for Paid Time Off

To:

[Recipient's Name/Manager]

[Designation]

[Company/Department Name]

Date: [DD/MM/YYYY]

Subject: Emergency Leave Application for Paid Time Off

Dear [Recipient's Name],

I am writing to formally request emergency leave from [start date] to [end date] due to an unforeseen personal emergency. I kindly request that these days be considered as paid time off.

I have ensured that my current tasks are up to date, and I have informed my team about my absence. Please let me know if there is any additional information or assistance required from my side.

I apologize for any inconvenience caused and appreciate your understanding in this matter.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]