

Leave Application Form Sample for Personal Emergency

Use this **leave application form sample for personal emergency** to quickly request time off due to unforeseen personal situations. It ensures clear communication with your employer, outlining essential details like leave duration and reason. This template helps streamline the approval process and maintain professionalism during urgent circumstances.

Leave Application Form

Full Name:

Employee ID:

Department:

Leave Dates:

 to

Reason for Leave:

Personal emergency

Contact Information During Leave:

Person Covering (if applicable):

Submit Application

Sample Application Content

Subject: Leave Application for Personal Emergency

Dear [Manager's Name],

I am writing to request leave from [Start Date] to [End Date] due to a personal emergency. I will ensure all urgent tasks are delegated and can be reached at [Contact Information] if needed.

Thank you for your understanding.

Sincerely,
[Your Name]