Emergency half-day leave application

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

Subject: Half-day leave today, [Date]

Dear [Manager's Name],

An urgent family matter has come up and I need to leave office at [Time] today. I would like to request half-day leave for the second half of the day. I will not be able to return this afternoon.

The client call at [Time] has been handed to [Colleague's Name], and I have shared my notes with [him / her / them]. The [Report] is submitted already, and nothing else is due today.

I will be available on my phone for anything critical, though I may take a little time to reply.

I am sorry for the short notice and thank you for understanding. I will apply in the leave system as soon as I can.

Regards,
[Your Name]