**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Re. Informing my Leave Offshore from [DATE] to [DATE]**

Dear [NAME], I hope this email finds you well and in the best of your spirits. I immensely wish you all the best work, energy, and health for the future project that we are doing together. I understand this project needs immense energy and a complete concentration. I am also very excited about this project and have been waiting anxiously for the initiation of the program with the kickoff by the project manager of us.

As the department of project management has been merged with the department of research and development to make the research effective and efficient. Due to the merge, there has been a little delay in the initiation of this project and the execution of planned strategies and organization.

I have to meet a medical emergency at my home in [CITY, COUNTRY]. Therefore, I will be on leave from [DATE] to [DTAE]. I thoroughly believe that to initiate the project, my regularity and integration are important than anything else but I am compelled to do so due to the unavoidable situation.

I assure you that I shall try to stay in touch with the project development as much as I could. My mother has been suffering from arthritis and she has been asked to stay on complete rest for a week. There is no one who can take care of her, therefore, my leave is mandatory in this case.

Please note my phone number [PHONE] that you can use for any kind of important and urgent queries and involve my insinuation. I shall be grateful if you concentrate on the theoretical part of the project before heading towards the immediate implication. Thank you.

Regards

[Your Name]