**Subject: Unplanned leave approval for [Employee's Name]**

Dear [Employee's Name],

This email is to confirm your approval for an unplanned leave from [Start Date] to [End Date], a total of [Number] days.

We understand that unforeseen circumstances can arise, and we appreciate your timely communication regarding your need for leave.

To ensure a smooth transition, we have made the following arrangements to cover your workload during your absence: [mention any specific arrangements made].

If you have any questions or require further assistance, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]  
 [Your Position]  
 [Company Name]