

Dear Mr. Thompson,

I hope this message finds you well. I am writing to inform you that due to an unexpected family emergency, I need to take emergency leave starting today, **July 18, 2025**. At this moment, I am unsure how long I will be away but will keep you updated regularly about my situation and expected return date.

I have ensured that urgent deliverables are handed over to Sarah, and I'll remain available via email for anything that needs my immediate attention.

Thank you for your understanding and support during this difficult time.

Best regards,

Emily Carter

FROM

Emily Carter

Marketing Specialist

TO

Mr. Thompson

BrightWave Solutions

DETAILS

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