

SAMANTHA WILLIAMS



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To Mr. Johnson

Dear Mr. Johnson,

I hope all is well. I regret to inform you that I am facing an unforeseen family emergency that requires my immediate attention. Consequently, I need to take emergency leave beginning today, **July 18, 2025**. I apologize for the short notice and any inconvenience this may cause.

I've handed off current tasks to my assistant and documented priorities in our shared folder. I'll stay connected via email should something urgent arise.

Thank you for your understanding and support.

Kind regards,

Samantha Williams