

To

Mr. Anderson

GlobalConnect Ltd.

Dear Mr. Anderson,

I hope you're doing well. I am writing to inform you that a pressing family matter has come up unexpectedly and needs my immediate attention. I'd like to request emergency leave starting **July 18, 2025**.

I have delegated my current responsibilities and updated the team to ensure everything continues smoothly. I will check emails periodically in case anything urgent arises.

Thank you so much for your understanding and support during this time. I will notify you once I have a clearer timeline for returning to work.

Best regards,

Aisha Khan