



# Rachel Green

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Email: rachel.green@evercoreanalytics.com

To **Mr. Sanders**  
Evercore Analytics

From **Rachel Green**

Dear Mr. Sanders,

I'm writing to inform you that I've encountered a serious family emergency and will need to take immediate leave starting today, **July 18, 2025**. I'm currently unsure how long I will be away, but I will provide an update as soon as I can.

In the meantime, I've briefed my colleague Tom on the open action items, and shared access to all relevant files to ensure continuity.

Thank you for your understanding during this difficult period. I truly appreciate your support.

Warm regards,

**Rachel Green**