

Emergency Leave Acknowledgement - Urgent

Subject: Emergency Leave Approved - We're Here to Support

Dear [Employee Name],

We understand you're facing a family emergency, and we want you to know that we're here to support you completely.

Your emergency leave starting [date] has been immediately approved. Please don't worry about work arrangements right now - we'll handle everything on this end.

Take all the time you need to deal with this situation. Your job will be secure, and we'll work with you on the duration as things develop. If you need any assistance with HR matters or benefits during this time, please don't hesitate to reach out.

Our thoughts are with you and your family during this difficult period.

Sincerely,

[Manager Name]

[Contact Information]

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