

Subject: Important Notice

Dear Team,

I hope this message finds you well. I am writing to inform you that I am currently facing a family emergency that requires my immediate attention. As a result, I will be unavailable for work until further notice.

Please reach out to **[Backup Person's Name]** at **[Backup Person's Email]** for any urgent matters that require attention during my absence.

I appreciate your understanding during this difficult time and will keep you updated as soon as possible.

Thank you for your support.

Best regards,

[Your Name]

[Your Position]