

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge receipt of your notification regarding your recent absence due to a family emergency. We understand that family matters require urgent attention and we appreciate you informing us of your situation.

Please be assured that your absence is fully understandable, and we support you during this difficult time. If you need any assistance or flexibility with your responsibilities, do not hesitate to reach out.

Wishing you and your family all the best.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]