

Professional workshop cancellation due to instructor illness

Subject: Leadership Workshop Postponed - Instructor Health Issue

Hello Workshop Participants,

I hope this message finds you well. Unfortunately, I must inform you that tomorrow's "Executive Leadership in Crisis Management" workshop has been postponed due to our lead instructor's sudden illness.

Dr. Amanda Foster, who was scheduled to facilitate this session, has been hospitalized and is unable to conduct the workshop as planned. Her expertise and unique approach to this subject matter cannot be easily replaced by a substitute instructor.

Rather than compromise the quality of your learning experience, we have decided to postpone the workshop until Dr. Foster recovers and can personally deliver the content you've invested in.

We are targeting a rescheduled date in approximately 3-4 weeks. Priority registration will be given to current participants, and we will honor all existing payment arrangements.

If the new date doesn't work for your schedule, we will provide a full refund or credit toward another workshop of equal value.

Thank you for your understanding during this unexpected situation. We will update you with the new date within one week.

Best regards,

Marcus Johnson

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