

Leave Acceptance Thank You Letter

Dear [Manager's Name],

I am writing to express my sincere gratitude for approving my recent leave request. Your understanding and support of my need for time off have made a significant impact on my personal and professional life.

Your approval of my leave has allowed me to take the time I needed to recharge and address personal matters. I returned to work feeling refreshed and re-energized, and I am confident that I will be able to contribute to the team in a more productive and positive way as a result.

Thank you for recognizing the importance of work-life balance and for being a supportive and understanding manager. Your leadership and commitment to your team have not gone unnoticed, and I am grateful to be a part of such an exceptional workplace.

Once again, thank you for approving my leave request. I look forward to continuing to work with you and the rest of the team.

Sincerely,

[Your Name]