Formal acknowledgment and gratitude for approved leave

Subject: Thank You for Approving My Leave

Dear [Manager Name],

I am writing to express my sincere gratitude for approving my leave request from [Start Date] to [End Date]. Your support in accommodating my absence is greatly appreciated.

I assure you that I will complete all pending work prior to my leave and ensure a smooth transition. Thank you once again for your understanding and consideration.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/leave-acceptance-thank-you-letter