

# Sick Leave Acknowledgement - Compassionate

Subject: Get Well Soon - Your Sick Leave is Approved

Dear [Employee Name],

We received your sick leave application and want you to know that your health and wellbeing are our top priority. Your sick leave for [dates] has been approved without question.

Please focus entirely on your recovery and don't worry about work matters during this time. Your colleagues will handle any urgent issues, and we'll ensure a smooth transition of your responsibilities.

If you need to extend your leave, please let us know. We're here to support you through this difficult time. Take all the time you need to get better.

Wishing you a speedy recovery.

Warm regards,

[Manager Name]

[Department]

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