

Thank You Letter For Leave Approval

Dear [Manager's Name],

I would like to express my sincerest gratitude for approving my leave request. Your understanding and support have been a great help to me, and I am truly grateful for your kind consideration.

During my absence, I will make sure to complete all my pending tasks and assign them to my colleagues. I will also ensure that I am available via email or phone in case of any urgent matters that may require my attention.

Your approval has given me the opportunity to take some time off and recharge my batteries, which will help me return to work with a refreshed mindset and renewed energy. I am confident that this leave will enable me to come back and contribute to the company with greater productivity and enthusiasm.

Once again, thank you for your understanding and support. I appreciate your kind gesture and look forward to returning to work with a positive outlook.

Sincerely,

[Your Name]