

Formal Thank You Letter to HR Department for Leave Approval

Subject: Appreciation for Leave Approval

Dear HR Department,

I am writing to thank you for approving my leave request from [start date] to [end date]. I truly appreciate the HR team's efficiency and professionalism in handling my request promptly.

Your support has allowed me to attend to important personal matters without stress, and I am grateful for your assistance.

Thank you for your continued cooperation.

Sincerely,

[Your Full Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/thank-you-letter-for-leave-approval>