

# Thank You Letter For Leave Approval

Dear [Supervisor's Name],

I am writing to express my sincere gratitude for approving my request for leave from [start date] to [end date]. I truly appreciate your understanding and consideration in this matter.

During my absence, I will ensure that all my responsibilities are well-handled, and I will make sure to provide any necessary information or instructions to my colleagues who will be covering for me. I am confident that the team will continue to perform at its best in my absence.

Once again, thank you for granting me this opportunity for some much-needed time off. I am committed to returning to work on [return date] fully refreshed and ready to contribute to the team's success.

If there are any additional steps or documentation required before my departure, please do not hesitate to let me know.

Thank you once again for your support.

Sincerely,

[Your Name]