

## Casual or Informal Thank You Email For Leave Approval

Hey [Supervisor's Name],

I just wanted to drop you a quick note to say thanks for approving my leave request. I really appreciate it! This time off will be a great opportunity for me to recharge and come back even more motivated.

I'll make sure to tie up any loose ends before I go, and I'm confident the team will handle things smoothly in my absence.

Thanks again, and I'll be back in action on [return date].

Cheers,

[Your Name]