

Appreciative Email to thank manager for vacation or holiday approval

Dear [Manager's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for approving my vacation request. Your understanding and support mean a great deal to me.

This time away will provide me with the opportunity to recharge and return to work with renewed energy and enthusiasm. I am committed to ensuring that all my responsibilities are taken care of before I leave and will provide any necessary information to my colleagues who will be covering for me.

I have every confidence in the team's ability to handle things in my absence, thanks in no small part to your excellent leadership.

Once again, thank you for your kindness and consideration. I look forward to returning on [return date] and contributing my best to the team's success.

Warm regards,

[Your Name]