

Formal Thank You Letter for Leave Approval

Subject: Thank You for Approving My Leave

Dear [Manager's Name],

I would like to express my sincere gratitude for approving my leave request from [start date] to [end date]. I truly appreciate your understanding and support in allowing me the time off to attend to my personal matters.

Your consideration has provided me with much-needed peace of mind, knowing that I can handle my responsibilities without concern. I assure you that I have delegated my tasks properly and will ensure a smooth workflow in my absence.

Thank you again for your understanding and trust.

Sincerely,

[Your Full Name]

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