

Professional Thank You Message for Leave Approval (Corporate Style)

Subject: Appreciation for Leave Approval

Dear [Manager's Name],

Thank you for approving my recent leave application for [specific dates]. I appreciate your flexibility and understanding regarding my situation.

Please rest assured that I have handed over all critical work items to [colleague's name] and ensured that there will be no disruption in workflow during my absence.

I truly value your consideration and support.

Best regards,

[Your Name]

Get more templates here:

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