

Simple thank you message to HR for assistance

Subject: Thank You for Your Help

Hi [HR's First Name],

I just wanted to send a quick note to thank you for your help with my [specific request, e.g., leave application, payroll issue, or benefits query]. Your prompt response and guidance really made things easier for me.

It's reassuring to know that I can rely on your support whenever needed. Thank you again for your assistance.

Best,

[Your Name]

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