Professional gratitude with assurance to manage responsibilities

Subject: Thank You for Approving My Leave

Dear [Manager Name],

I am thankful for the approval of my leave from [Start Date] to [End Date]. I assure you that all my responsibilities will be managed and pending tasks completed before my absence.

Your understanding is highly appreciated. Thank you once again for your support.

Sincerely,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/leave-acceptance-thank-you-letter