

Thank You Letter for Extended Leave Approval

Subject: Thank You for Granting Extended Leave

Dear [Manager's Name],

I want to express my sincere gratitude for approving my extended leave request. I understand that accommodating this extension required schedule adjustments, and I truly appreciate your support and consideration.

Your flexibility allowed me to manage personal matters effectively without work-related stress. I will make sure to resume my duties promptly and ensure a smooth transition upon my return.

Thank you once again for your understanding and leadership.

Respectfully,

[Your Full Name]

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