

Appreciation Letter to Manager for Leave

From,
Rebecca Chambers
5982 Sit Ave
Liberal Vermont 51324
(455) 430-0989

22-05-2019

To,
Sheila Mcintosh
407 Et Rd.
Santa Monica FL 30309

Subject: Thanking you for granting me leave for the next ten days.

Dear Sheila Mcintosh,

I want to extend a heartfelt thank you for granting me this much needed leave when I needed it the most. I know it will be a busy recruiting season that is coming up, but you kept it aside to grant me this leave.

My father is unwell and is admitted in ICU, and you kept this factor above the organization's needs during these crucial times. I am thankful to you for this. I have distributed the work that needs to be done within my team, and they have been briefed well as to what they have to do. I promise to take up the rest of the work after I re-join office.

Thank you.

Yours sincerely,
(Signature)
Rebecca Chambers

