

LEAVE ACCEPTANCE THANK YOU LETTER

Included:

Introduction

Leave Acceptance Thank You Letter Tips

Sample Leave Acceptance Thank You Letter

Leave Acceptance Thank You Letter Template

Introduction

Thank you letter for approval of leave is written to express your sincere thanks towards your employer. By doing this, you will be appreciating your HR manager generosity for taking care of employees' needs. It is believed that employees are the back bone of an organization's structure and if their genuine leaves are approved, they must thank the concerned department or manager for the same. This will create a positive impact in your employers' mind.

Leave Acceptance Thank You Letter Tips

Following points need to be considered for writing an effective thank you letter:

- The first and foremost thing to be kept in mind is that the tone of the letter should be professional , not personal
- The wordings of the letter should express your courteousness towards your employer and he should feel appreciated
- Make sure that your letter should not include any irrelevant details. It should be brief and concise.
- Once you are through writing the letter, please check the same for grammatical mistakes.

Sample Leave Acceptance Thank You Letter

To,

Date (Date on which letter is written)

From,

Sub: Sincere gratitude for accepting my leave application

Dear Sir,

I would like to express my sincere thanks for granting me leave for three days on occasion of my sister's wedding. I truly appreciate your compassion towards your employees. You have done a great favor to me by accepting my leave.

I assure you that I will report on duty as soon as possible and I am willing to work extra hours, so that the company should not suffer any loss.

I, once again, would like to express my gratitude for considering my leave application and approving the same.

Yours Sincerely'

Charles Harrison

Leave Acceptance Thank You Letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____ (Sir/Madam),

I wish to express my sincere thank to you for granting me leave for _____
(mention reason for leave). It was a great favor to me. Now I have realized why my co workers praise a lot about you. Your compassion for your employees is commendable.

I would be resuming my duties on _____ (mention date of rejoining after leave). I am also willing to work extra hours, if needed.

I once again would like to express my gratitude for accepting my leave application.

Yours faithfully,

(your name and designation)

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