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# Thank You Letter For Approval of Request

**John Doe**

123 Elm Street

Springfield, IL 62701

john.doe@example.com

(555) 123-4567

July 4, 2024

**Jane Smith**

Human Resources Manager

ABC Corporation

456 Oak Avenue


Springfield, IL 62701

Dear Jane Smith,

I hope this message finds you well. I am writing to express my sincere gratitude for approving my request for a leave of absence.

Your approval not only demonstrates your trust and confidence in my abilities but also provides me with the support needed to better manage my work-life balance. I am truly grateful for your understanding and willingness to accommodate my request.

Please rest assured that I will take full advantage of this opportunity to ensure timely completion of my tasks and return to work refreshed and more productive.



Once again, thank you for your support and consideration. If there is anything else you require from me or any additional information I can provide, please do not hesitate to let me know.

Best regards,

**John Doe**

Software Engineer

IT Department