



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Taking Care of Me

Dear _____ (Name of the Recipient)

With this letter, I would like to extend my gratitude towards you for taking care of my requirements and allowing me to take leave for a week during the peak season of work. I understand that workload was quite high last week but my medical situation could not allow me to come to work. It is nice of you to consider my needs and health and approve my leaves.

I am grateful to you and the company for always looking after the needs of the employees and giving higher priority to work-life balance. I assure you that I will complete all the pending tasks within this week and will try to compensate for the leaves by working overtime once I have fully recovered. Also, thank you for allowing me to work from home and saving me from travelling to the office until I fully recover. Once again, thanks a lot for checking up on me, taking care of me and providing me with all the necessities. I am glad that I am an employee of the _____ Company (Name of the Company).

Sincerely,

(Signature)

Sender's Full Name

