

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Understanding

Dear _____ (Name of the Recipient)

Thank you for approving my leave on such a short notice. I am really grateful and thankful to you for your approval of my leave which I had to take due to the sudden demise of my grandfather. As it was an urgent matter, I had to apply for non-planned leave during the work season. Thank you so much for understanding my issue.

I am grateful to be a member of your team and for working under your guidance. I have learned and gained a lot of experience under your management.

I want to thank you again for your support and for understanding the situation. I assure you that will make up for the delayed work as soon as possible.

Sincerely,

(Signature)

Sender's Full Name

