



ABC

CEO,

XXX Company

Dear Boss,

RE: Thank You

Please allow me to express my sincere gratitude to you for extending your helping hand during my time of grief. My Father's recent death has taken a toll on me as I had to care for her during the last 3 months of her life.

Thank you so much for allowing me time off to care for my ailing mother until he passed away. I am so grateful for your kind understanding on my situation and for your trust in me to follow up on my duties and responsibilities whenever I can.

Your kindness and sympathy are very much appreciated. There are no other words to express my sincere and heartfelt thanks for your patience and understanding in this matter.

I am so thankful to have a great boss like you. I shall be forever in your debt.

With sincere thanks,

AAA