To

Dear [Name here],

Thank you so much for fulfilling my responsibilities during my absence from office. I am sincerely grateful to you for accepting the extra burden for an entire week while I was recovering from my sudden illness at home. I am most appreciative of your help.

I must say you have done an excellent job at keeping all the paperwork updated and organized. It has been a relief to return to office without any pending work piled up at my desk. Please accept my heartfelt gratitude for this favor. I don’t know what I would have done without your assistance.

I am lucky to have such a cooperative and responsible coworker like you. Simply knowing that you have been looking after my duties helped me recover with peace of mind. Do give me a chance to return the favor when required. It will be an honor for me to return the favor whenever you need my help.

Yours Sincerely,  
[Name Here]