Dear sir,

I am writing this message to say thanks to you regarding the approval of my leave. I am highly obliged to you to consider the request for my leave and approve it for the duration of one week. I had got your confirmation email. It was very important for me to be with my wife at her difficult hour when was fighting a battle against breast cancer. I was in dire need of it to be available for my family and to have look at all medical treatments and arrangements. Once the things come under control, I will resume my job. I want to make you sure that after resuming job I will accomplish all the unfinished projects and will help the company to meet its targets. I am really thankful to you for taking into account my request and permitting me to leave for one week in spite of a busy week in the office. I will never forget this act of kindness of yours.

Yours truly,  
Adam Smith