

To,

Mr. Hendrix Prince,
HR Manager,
HBC Private Ltd,
Fifth Avenue, Prize St.
Melbourne

August 5, 2009

From,

Charles Matthews
Supervisor
HBC Private Ltd
Fifth Avenue, Prize St.
Melbourne

Subject: Letter conveying gratitude for grant of leave.

Dear Hendrix,

I wrote this letter with a deep sense of acknowledgment as a consequence of the concern for your workers and their welfare. I want to thank you for the approval of my leave, which I requested a week ago. I cannot express in words how much I thank you for allowing me to visit my sick father. The leave is such a great advantage on my part.

I want to tell you as well that my father has begun to recover from the viral fever. I am aware that my leave will cause an increase in my work. But, in a frail attempt, I want to work extra time for me to finish my workload.

Thank you for your kind consideration.

Sincerely yours,

Charles Matthew

