Dear Aadhya,

I would like to heartily thank you for covering for me at work in my absence for last 5 working days. I really appreciate your handling my work and satisfying each of my client’s supply needs during my absence.

Your effort on my behalf will serve as a good example for me to emulate if you or another member of our team is out. I am looking forward to be of any help to you at work or personally any day any time when you need my help. Please do not hesitate to let me know.

Thank you for everything!

Yours truly,

**Mokati Sravani,**

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