**Subject:**Thank You

Hi Mary Anne,

Thanks so much for helping out while Janice is out on maternity leave. I really appreciate you offering to work more hours and to help out with some of the extra things that she's had time to do up until now.

I really appreciate your assistance. It's hard in a small business when one of us is out for a long period of time; its employees like you who help to make it work for us all.

Best,

Beth