Leave Cancellation Letter

Dear [Manager's Name],

I am writing this letter to request the cancellation of my previously approved leave. Due to some unforeseen circumstances, I will not be able to take the leave as planned.

I understand that my absence may have caused inconvenience to the team and the company, and I sincerely apologize for that. However, the circumstances are beyond my control, and I hope you will understand the situation.

I assure you that I will make myself available to fulfill my responsibilities during the time for which I had applied for leave. I will work hard to complete all the pending tasks and ensure that there is no disruption in the workflow.

I would like to thank you for your understanding and support in this matter. I am always committed to the success of our team and the company, and I will do everything in my power to make up for the inconvenience caused.

Please let me know if there is anything further that I need to do in this regard.

Thank you for your attention to this matter.

Sincerely,

[Your Name]