

Leave Cancellation Request

Subject: Request to Cancel Approved Annual Leave - [Dates]

Dear [Manager's Name],

I am writing to request the cancellation of my previously approved annual leave scheduled for [Start Date] to [End Date].

Due to [reason - e.g., "changed personal circumstances," "the situation has been resolved," "work commitments that require my presence"], I would like to withdraw this leave request and remain at work during this period.

I understand that this may affect team scheduling, and I apologize for any inconvenience this change may cause. If the cancellation creates any operational difficulties, I am willing to discuss alternative arrangements.

Could you please confirm the cancellation and update my leave balance accordingly? My understanding is that this will restore [X] days to my annual leave balance.

If there are any administrative procedures I need to follow to formalize this cancellation, please let me know.

Thank you for your flexibility and understanding.

Best regards,

[Your Name]

[Position]

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