

Cancellation of previously approved vacation

Subject: Withdrawal of Vacation Leave Request

Dear [Supervisor's Name],

I need to withdraw my previously approved vacation leave request for [dates] due to [reason - family emergency resolved/project deadline moved up/team member unavailable].

I understand this may affect scheduling and coverage arrangements that were made, and I apologize for any inconvenience. I am committed to working with the team to readjust any plans that were put in place for my absence.

I would like to reschedule this vacation time for [proposed new dates] if possible, or I can remain flexible based on business needs.

Thank you for your understanding with this change.

Best regards,

[Your Name]

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