

# Vacation Leave Cancellation Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hope this message finds you well. We are writing to discuss your upcoming vacation leave scheduled from [Start Date] to [End Date]. Due to unforeseen circumstances and at the request of management, we must cancel your approved vacation leave.

We understand this may cause inconvenience, and we appreciate your flexibility in this matter. Please feel free to reach out to [HR Contact Person] if you have any questions or if we can assist you in rescheduling your leave for a later date.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]