

Vacation Leave Cancellation

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Cancellation of Vacation Leave

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally cancel my previously approved vacation leave scheduled for [Insert Dates]. Due to the recent changes in company policy regarding vacation days, I believe it's best to stay available during this time.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if there are any further actions I need to take regarding this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]