

Vacation Leave Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally cancel my upcoming vacation leave that was scheduled from [start date] to [end date]. Unfortunately, due to health-related issues, I am unable to take this leave as planned.

I apologize for any inconvenience this may cause and appreciate your understanding regarding this matter. Please let me know if there are any forms or procedures I need to complete as part of this cancellation.

Thank you for your support.

Sincerely,

[Your Name]