

Void Leave Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Withdrawal of Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally withdraw my leave request submitted on [Insert Date of Original Leave Request] due to an unexpected crisis situation that has arisen.

While I initially intended to take leave from [Start Date] to [End Date], my circumstances have changed, and I believe it is essential for me to remain at work during this time.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if you need any further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]