

# Scheduled Leave Update

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Update on Scheduled Leave

Dear [Manager's Name],

I am writing to inform you about an update regarding my upcoming scheduled leave. As per our previous discussion, I had planned to take leave from [Start Date] to [End Date]. However, due to [reason for the change, if applicable], I would like to modify my leave schedule.

My new leave dates will be from [New Start Date] to [New End Date]. I apologize for any inconvenience this may cause and appreciate your understanding.

Please let me know if you require any further information or if there are any forms I need to complete regarding this update.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]