**Approved Leave Cancellation Email to Manager**

To: hr@awclimited.com

Subject: Leave cancellation request

Dear Sir,

With all due respect, this is in request to cancel my leave request which has been sanctioned for tomorrow, i.e., on the 10th of September 2022 due to my illness.

I sought medical assistance and took medicines. I am doing much better now and want to come to work.

Therefore, please cancel my leave request. I shall be obliged to you in this regard.

Thanking you.

Regards,

John Parker

Employee ID: E123456

Assistant Manager

Sales Department

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