

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Cancellation of Leave of Absence

Dear :

I had planned a leave of absence for the period of {date} to {date}. Due to circumstances, I am canceling my leave of absence. I will be rescheduling it in the future. I will contact you as soon as I know the details of the rescheduling.

Sincerely,

N A M E