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| **Leave Cancellation Form** | | | |
| **Request Date\*：：** | | | |
| **Requester\*** |  | **Department \*** |  |
| **Original Leave Reason \*** |  | | |
| **Original Leave Type \*** |  | | |
| **Original Leave Start Date \*** |  | **Original Leave End Date \*** |  |
| **Original Leave Duration \*** |  | | |
| **Cancellation Reason \*** |  | | |
| **Remarks** |  | | |