

[C...d]

<<Employee's Name>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Dear << >>,

Annual Leave Entitlement

You may have heard that the statutory entitlement increased on the 1st April 2009 from 4.8 to 5.6 weeks (including public and bank holidays) under the Working Time (Amendment) Regulations 2009.

Under your contract of employment you are entitled to << insert amount >> weeks of holiday per year, including 8 public and bank holidays each year.

As your current total holiday entitlement is << insert amount >> weeks, if this is less than the statutory entitlement, the recent increase will not affect the amount of holiday you can take.

From 1st April 2009 you are now entitled to << insert amount >> weeks of holiday (including public and bank holidays). You must take at least << insert amount >> weeks of holiday (pro rated for part timers).

It is, however, still possible, subject to the approval of the Company, to carry over a maximum of 8 days of your unused holiday entitlement into the next holiday year.

If you wish to carry leave over you must obtain the approval of the line manager, HR representative etc >>.

Yours Sincerely,

<< Insert name >>

<< Position >>