

[Print on Company Letterhead - Insert Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

Re: <<Name of Employee>> <<Event>> <<Days>>

Dear <<Name of Employee>>,

Thank you for your request to work <<Event>> ("KIT") day[s] on <<Date>> for
<<Insert description of work or event>>

[We are pleased to inform you that your request for <<Event>> KIT day[s] has been accepted.
You will be contacted directly during <<KIT days>> (e.g. 3 days>> to make the
appropriate arrangements for your [that] [those] <<name of event>>.]

OR

[We regret to inform you that we are unable to accept your request for [that] [those]
day[s] [attendance of the <<name of employee>>] <<Event>>. Would <<provide details of reasons behind
refusal>>. Would <<provide details of reasons behind>> <<Event>> be a
convenient and suitable alternative(s) to <<Event>> if you could let us know as soon as
possible.]

Please do not hesitate to contact me if you have any queries.

Yours sincerely,

<<Name>>

<<Title>>