<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>
<<Date>>
Dear <<Employee's Name>>,

According to our records, you your total annual holiday entit aware, the Company's holiday which only leaves <<State Nu outstanding annual holiday en

The Working Time Regulatio holiday in the annual leave ye
[The Company's policy is, their holiday entitlement during

## OR

[The Company's policy is, the E.g 20>> days' holiday durins exceptional circumstances to 8 Days>> days' holiday to the Requests to carry forward ar Title E.g. the HR Manager>> end of that holiday year. Any from one holiday year to the carried forward must be used

Taking the above into accol requires you to take $\ll$ entitlement from <<lnsert Dat Date>>.

If you have any concerns or E.g. the HR Manager>>.

Yours sincerely

```
<<Name>>
<<Title>>
```

