## erhead]

<<Employee's Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear << Employee's Name>>,

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

The Working Time Regulatio holiday in the annual leave year

[The Company's policy is, their holiday entitlement during

## OR

[The Company's policy is, there E.g 20>> days' holiday during exceptional circumstances to a 8 Days>> days' holiday to the Requests to carry forward an Title E.g. the HR Manager>> rend of that holiday year. Any from one holiday year to the rearried forward must be used I

Taking the above into accourage requires you to take <<\$ entitlement from << Insert Date Date>>.

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

Yours sincerely

<<Name>> <<Title>>

Number>> days' leave out of er E.g 28 Days>>. As you are E.g. January to December>>, onths] in which to use up your

take four weeks' (20 days')

employees to use up all of which it falls due.]

oyees to use <<State Number in which it falls due, but in forward <<State Number E.g.

ade in writing to <<State Job iod E.g. 2 Months>>before the I holiday to be carried forward mpany's discretion. Any leave

dvise you that the Company from your annual holiday returning to work on <<Insert

t <<Insert Name or Job Title

