

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

<<Date>>

Dear <<Employee's Name>>,

Annual leave request

Thank you for your request to take annual leave on <<insert date>>. I am writing to advise you that I must decline your request on this occasion. This is because annual leave cannot be taken on those dates because it is a busy period for the Company OR the employee has not yet accrued enough leave to cover those dates etc>>.

Please let me know if you have any other dates in mind which you would like to take annual leave on and I will advise you if I can agree to your revised dates.

You should be aware that, if you take annual leave on any date on which it has not been authorised, this leave will be unpaid and you will also be subject to disciplinary action.

I look forward to hearing from you regarding your annual leave dates.

Yours sincerely

<<Name>>
<<Title>>