

**PLEASE NOTE:**

**Parts of this Sample Template have been redacted (i.e 'blacked out') to protect our intellectual property.**

**Upon the purchase of any template (including this template), you will be provided with a COMPLETE VERSION of that template (without any content 'blacked out'), which you can edit as you please.**

**SAMPLE**

DATE

Dear ,

**RE: REQUEST TO TAKE [REDACTED] ANNUAL LEAVE**

We refer to [REDACTED], and advise that as you have [REDACTED] annual leave, the organisation requires that you take some of your accumulated annual leave.

In accordance with [REDACTED] that applies to your employment, we hereby provide you with [REDACTED] that you will be required to make arrangements to take some annual leave.

During your period of annual leave, you will be paid [REDACTED]. [REDACTED] may also be payable.

Please make arrangements to discuss with your Manager the [REDACTED], and the [REDACTED].

Yours sincerely,

SAMPLE