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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: REQUEST FOR PAYOUT OF ANNUAL HOLIDAY PAY**

I am writing to request a payout of my annual holiday pay.

I would like to request a payout for the following number of days:

[INSERT THE AMOUNT OF ANNUAL LEAVE YOU WANT CASHED OUT. THIS AMOUNT CANNOT BE HIGHER THAN THE EQUIVILENT OF ONE WEEK’S HOLIDAY PAY]

Thank you for considering this request. I look forward to hearing from you.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]