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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to request a payout of up to 1 week’s holiday pay. Your employer does not have to agree to this request. |

[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]