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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 ask your employer to correct an issue with your annual holiday entitlements. This letter could be used in a range of situations, such as:* Your employer won’t let you take holidays
* Your employer has not paid you enough holiday pay
* Your employer has paid annual holiday pay when they should have paid public holiday.
 |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[EMPLOYER’S NAME]

[EMPLOYER’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [EMPLOYER’S NAME]

**RE: ANNUAL HOLIDAY ENTITLEMENTS**

I am writing to ask you to correct an issue with my annual holiday entitlements.

The concern I have about my holiday entitlements is:

[DESCRIBE THE PROBLEM YOU WANT YOUR EMPLOYER TO CORRECT OR ADDRESS. GIVE ENOUGH DETAIL FOR YOU EMPLOYER TO UNDERSTAND THE PROBLEM FROM YOUR POINT OF VIEW].

Please contact me to discuss a resolution to this matter.

I look forward to hearing from you. Thank you for your help.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]