

HOLIDAY REQUEST LETTER

To: _____

Position: _____

Employee Details:

Full Name: _____

Employee ID: _____

Department: _____

Contact Information: _____

Holiday Request Details:

Holiday Start Date: _____

Holiday End Date: _____

Number of Working Days Requested: _____

Reason for Holiday Request:

Employee Declaration:

I hereby formally request the above holiday period and declare that I have reviewed my remaining holiday entitlement and that the requested absence complies with the Company's holiday policy and procedures. I understand that approval is subject to operational requirements and that this request may be refused or amended by management. I confirm that all information provided is true and accurate to the best of my knowledge.

Manager Approval (to be completed by line manager):

I confirm that I have considered this holiday request in accordance with the Company's holiday policy and operational needs. The holiday request is hereby approved / not approved (delete as appropriate).

Manager Name: _____ Signature: _____

Date: _____

Important Information:

This Holiday Request Letter forms a binding part of the employment relationship between employee and employer and shall be governed by and construed in accordance with the laws of England and Wales. Both parties agree to comply with the Company's holiday policies and relevant UK employment legislation. Employees should ensure that holiday requests are submitted in advance to allow adequate time for consideration and operational planning. Any disputes arising from holiday requests will be managed in accordance with the Company's grievance procedures and applicable legal requirements.

Employee Signature

Manager Signature

Signature: _____

Signature: _____

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