# 

|  |
| --- |
| ANNUAL LEAVE REQUEST |

# Reference: [UniqueId]

Hello [ManagerName],

I would like to request the following range of dates to take as annual leave:

[StartDate] to [EndDate].

Totalling [DaysrequestedCount] days of my annual leave requirement. \*

**Additional Notes: [AdditionalNotes].**

Kind Regards

[EmployeeName]

\*Days may be adjusted if any additional notes have been added.