

Dear [NAME]

RE: Notice to Take Annual Leave

We write to confirm your entitlement to annual leave continues to accrue in the furlough period.

To abate the impact of the coronavirus on the business of the company, you are required to take the period from [DATE] to [DATE], [NUMBER weeks/days] in total, as part of your annual leave. This period of leave will be deducted from your remaining annual leave entitlement for the current holiday year.

You will remain away from work and your furlough will continue uninterrupted on the stated leave days.

The company considers that the current furlough period does not reasonably prevent you from utilising the requested leave to take rest from your work.

For the stated days of leave, the reduced furlough rate will not apply, instead you will receive your normal holiday pay in the normal pay cycle.

If you wish to discuss any aspect of this letter, please contact me on [CONTACT DETAILS].

Yours sincerely,
[NAME]
[JOB TITLE]