**Private and Confidential**

[Insert name]

[Insert address]

[Insert date]

Dear [insert name],

**Re: Annual leave request**

I have received your request for annual leave which you wish to take [delete as appropriate – before/after] your maternity leave [delete as appropriate – starts/ends].

By way of confirmation, before this request you had [insert number] [delete as appropriate – hours/days/weeks] annual leave left to take in this leave year. You have now requested to take [insert number] [delete as appropriate – hours/days/weeks] annual leave.

[Select from the paragraphs below and delete as appropriate]

Your request has been authorised and therefore your annual leave will commence on [insert start date] and end on [insert end date], which is the day before your maternity leave period is due to start.

Please be aware that if your baby arrives before your planned maternity leave starts, your maternity leave will automatically begin the day after the birth even if this day falls in the period of annual leave you have just booked.

[OR]

Your request has been authorised and therefore your annual leave will commence on [insert start date], which is the day after your maternity leave period is due to end, and your annual leave period will end on [insert end date].

The period of annual leave you have just booked means that you are now expected to return to work on [insert date], although your maternity leave comes to an end on [insert date].

[OR]

As you know, the Company is able to refuse a request for annual leave if operational requirements mean that a period of absence would be untenable. Unfortunately, in this instance, I am unable to authorise your request for annual leave on the dates you have specified. This is because [insert reasons].

If you would like to make a separate request for leave on different dates to those just declined, you may do so according to the usual annual leave booking procedure.

I can confirm that you have [insert number] holidays remaining for the current leave year.

Please don’t hesitate to contact me if you have any further queries about your annual leave.

Yours sincerely,

[Insert name]

[Insert job title]