Date

Employee Name

Address

Address

Dear <Employee First Name>

**RE: Notice to take annual leave**

This letter is to notify you that our records show that your accrued annual leave balance is currently xx days.

We appreciate all the time that you have dedicated to your role and believe that it is time you took a break to enjoy the annual leave you have accrued.

Or

Whilst we have previously requested you take the excess accrued annual leave and genuinely attempted to reach an agreement for you to take your excess accrued annual leave, you have refused to do genuinely do so. We now direct you to take the excess accrued annual leave.

We are providing you with notice effective today to take annual leave that you have accrued in excess of 8 weeks. The annual leave you are required to take is xx weeks from xx/xx/20xx up to an including xx/xx/20xx. During this period you are not to attend work or perform any work.

You should present to work after your period of annual leave on xx/xx/20xx.

You usual base rate of pay will be paid to you during this period including annual leave loading.

This notice is in accordance with the <name of modern award>.

Should you have any questions, please do not hesitate to speak to me.

Yours Sincerely,

Name of Manager