Date

**Annual Leave Request (permanent staff)**

Dear Manager/Supervisor Name,

This letter is to request X days/hours of annual leave effective from First Date of Leave. I will return on Date.

I have referred to the company leave policy (if appropriate). I understand this time is within my annual leave allowance as a permanent part-time/full-time worker.

Your favourable response to this request would be much appreciated. If you require more information, I can be contacted on mobile/email.

Yours sincerely,

Your Name