[Insert Date]

[Insert Name]

[Insert Address]

[Insert Town / P/Code]

Dear [insert name],

**Re: Annual Leave Entitlements**

It has come to my attention that your annual leave entitlements are accumulating to a large sum. You currently have accrued [xx] weeks of annual leave.

As per Kyeema Support Services Enterprise Agreement it is at Kyeema’s discretion to request employees who have accrued excess annual leave (more than their annual entitlement of annual leave each year) come to an arrangement with the Finance Manager and Executive Manager as to the reduction of their annual leave balance.

An Annual Leave form can be found attached to this letter. Please complete the annual leave form and return to the Finance Manager or Executive Manager at your earliest convenience.

Please note you are required to take [xx] of annual leave to reduce your balance to a satisfactory level.

Should you wish to continue to accumulate your leave for the future please organise a time to discuss in further detail with the Finance Manager.

Should you have any queries, please do not hesitate to contact me.

Kind regards,

**[INSERT MANAGERS NAME]**

[Insert Position]

Encl.