[Date]

[Employee name]

[Address line 1]

[Address line 2]

**BY HAND/ EMAIL:** [email address if applicable]

Dear [Employee Name],

**Employer request for employee to take annual leave**

Under amendments to the Fair Work Act 2009 (Cth), an Employee who has completed the Jobkeeper Nomination Notice and has become entitled to receive one or more JobKeeper payments is required to consider and not unreasonably refuse a request by the employer that they take leave.

We hereby request that you take [insert amount of leave] of your accrued annual leave entitlement for the following days/period: [insert days/period of leave].

Please sign and date the form on page 2 of this letter as confirmation of your agreement with our request. We recommend you keep a copy of this letter for your records.

Please contact me if you have any questions.

Yours sincerely,

[Name of authorised person]

[Title]

[Employer/business name]

**AGREEMENT TO TAKE ANNUAL LEAVE**

I [employee name] confirm that I agree to take annual leave for the following days/period: [insert days/period of leave from first page], as reasonably requested by [Employer/Company name].

Employee Name:

Signature:

Date: