[Enter today’s date]

[Enter your Supervisor’s or Manager’s Name]

[Enter Company Name]

[Enter business address]

[Enter TOWN STATE POST CODE]

Dear [Enter Supervisor or Manager Name]

**Re: Request to Cash out Annual Leave**

Please be advised that this letter is my formal request to cash out [enter amount, eg 2-weeks of ] my accrued leave entitlements in excess of 4 weeks leave as per the provisions of the [Enter the Name of the applicable Award OR the name of your company Agreement].

I understand that I must keep a bank of 4 weeks in credit for recreational use.

If possible I would like my cashed out leave to be paid out by [enter date] allowing you a two week notice period to review my application.

I look forward to hearing from you with regard to my request.

Yours Sincerely

[Your Name]