

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Demand - Reimbursement of Accrued Vacation after Termination

Dear :

As of {date}, I had accrued 58 hours of vacation time. The handbook makes no comment regarding withholding or voiding of accrued vacation time due to termination. Accrued vacation is a reflection of the time that I input with to {name of company} during my employment. Therefore, I am requesting reimbursement of the vacation I accrued while employed with {name of company}.

If there are any discrepancies, concerning this request, please contact me. Thank you for your time.

Sincerely,

N A M E