

Date:/...../20....

[Company name]
Human Resources

ANNUAL PAID LEAVE REQUEST

I have been working in the [Department] department as [Job title] since [Start date]. Under Article 53 of Labour Law No. 4857, I would like to take [Number of days] working days of the paid annual leave I am entitled to, between [Start date] and [End date]. I will return to work on [Return date].

- ☐ I will spend my leave away from the workplace's location ([City / district]); I request [1–4] days of unpaid travel leave for the journey there and back (Labour Law, Art. 56).
- ☐ I do not request unpaid travel leave.

I kindly ask for your approval.

Full name:

Employee number (if any):

Phone during leave (optional):

Signature:

Manager approval

Name:

Signature:

Date:

Human Resources

Name:

Signature:

Date:

This letter is a request; the leave is confirmed once the employer approves it.