

[Employer letterhead]

[Employee's name and address]

[Place, date]

Vacation entitlement

Dear Mr. / Mrs. [...],

We would like to inform you of your current vacation entitlement as follows:

You currently have an annual vacation entitlement of [number] working days.

Of these, [number] days are still open at the present time for the current year, i.e. not yet applied for and/or approved.

Please ensure to take your vacation entitlement for this calendar year by the end of this year. If you do not take your vacation within the above time limit, the entitlement may be subject to forfeiture or expiration of the vacation days not yet taken.

In principle, you are required to use the vacation entitlement to which you are entitled within the current calendar year, i.e. by December 31 of this year. Only in exceptional cases due to personal circumstances (e.g. due to incapacity to work due to illness) or for operational reasons (e.g. due to an increased workload) can vacation that cannot be taken in the current calendar year be carried over to the following calendar year. In this case, the vacation must be taken by March 31 of the following year.

Please note: If your employment contract contains a different provision for taking vacation over time, it will take precedence.

Please consider our advice in this information letter for your vacation planning and apply for your vacation in the usual procedure.

Kind regards,

[Employer]