

Leave Encashment Letter

Subject: Request for Leave Encashment

Dear [Recipient's Name],

I hope this letter finds you in good health and high spirits. I am writing to formally request the encashment of my accumulated leave days as per the policy outlined in the employee handbook of [Company Name]. As per my records, I have [number of leave days] days of unused leave entitlement that I would like to convert into monetary compensation.

I am making this request due to personal circumstances that prevent me from taking a prolonged break from work at this time. However, I am aware that the company's policy allows for leave encashment, subject to certain terms and conditions. I kindly request you to review my request and provide me with the necessary information and procedures to initiate the process.

Please find the details of my leave entitlement and other relevant information below:

Employee Name: [Your Name]

Employee ID: [Your Employee ID]

Total Leave Entitlement: [Total number of leave days earned]

Unused Leave Days: [Number of unused leave days]

Effective Date: [Date from which the leave encashment should be calculated]

I would appreciate it if you could guide me through the required paperwork and documentation that need to be completed for the leave encashment process. Additionally, if there are any specific deadlines or procedures that I need to follow, please inform me accordingly.

Furthermore, I would like to confirm that I understand and accept any deductions or tax implications associated with the leave encashment, as per the prevailing company policies and local regulations.

I request you to provide me with the necessary information regarding tax deductions or any other deductions that may be applicable in this case.

I assure you that I will continue to perform my duties and responsibilities diligently during this period and make every effort to ensure a smooth transition for any work that may need to be reassigned in

my absence.

Thank you for your attention to this matter. I look forward to receiving your prompt response and guidance regarding the leave encashment process. Should you require any additional information or documentation, please do not hesitate to contact me.

Yours sincerely,

[Your Name]