**Template: Message for notifying employees to take leftover vacation as soon as possible**

Subject: Subject: “Important: Taking leftover vacation days until the end of the year”

Dear (employee),

The end of the year is approaching fast and you still have outstanding vacation days. This results in a total of XY vacation days. Therefore, we request that you take the remaining vacation until December 31, 2021. To coordinate your plans, it is best to contact your supervisor. Please do not hesitate to contact your supervisor even if you have unusual or last-minute vacation requests. However, please apply for the vacation you are still entitled to in a timely manner so that we can decide whether we are able grant you vacation, taking into account wishes of other colleagues as well as the company's interests.

Please note: If you do not take your vacation by December 31, 2021, it will be forfeited without compensation in accordance with sec. 7 para. 3 sentence 1 of the German Federal Vacation Act (BUrlG)! Only in the event of urgent operational or personal reasons (e.g. illness), can vacation entitlements be carried over to the following year without exception (sec. 7 para. 3 sentence 2 BUrlG). However, your vacation entitlement must then be taken immediately, otherwise it will expire on March 31, 2022 (Sec. 7 para. 3 sentence 3 BUrlG).

Please confirm the receipt and acknowledgement of this notice by replying to this message as soon as possible.

Yours sincerely,

(employer)