

DATE \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_

TO  
DEBBIE & GLENN TIMOTHY  
10 OLD SCHOOL CLOSE  
LOWER PARKSTONE  
POOLE, DORSET  
BH14 0NL

Dear Debbie & Glenn

## **Holiday Notice**

I/We are taking a holiday from the \_\_\_\_\_ to \_\_\_\_\_

I/We will recommence on the \_\_\_\_\_

I/We hereby give you four (4) weeks notice as of date shown at the top of this letter.

Kind regards

Signature \_\_\_\_\_

Parents Name \_\_\_\_\_