



HOLIDAY REQUEST FORM

1. YOUR DETAILS

Contractor Name	<input type="text"/>
Payroll Number	<input type="text"/>
Client Name	<input type="text"/>
Manager Name	<input type="text"/>
Holiday Start Date	<input type="text"/>
Holiday End Date	<input type="text"/>
Number of Days Holiday	<input type="text"/>
Return to Work Date	<input type="text"/>
Will this Holiday be Paid	<input type="checkbox"/> Yes <input type="checkbox"/> No

Want to go on holiday? Follow the Steps below.

1. Complete this form.
2. Ensure your Manager authorises your leave and ask them to sign the form.
3. Return the form to Ambitek at least **7 working days** before you go on holiday.

Via Post: Ambitek Limited, 24 Church Street, Eccles, Manchester, M30 0DF

Via Fax: 0161 884 0569

Via Email: accounts@ambitek.co.uk

Contractor Signature

Full Name

Date

Manager Signature

Full Name

Date

For further information please visit our website www.ambitek.co.uk or call our offices on 0161 850 0834.