

HOLIDAY REQUEST FORM

To be faxed or sent to:
LONDON OFFICE:
CIRCUS HOUSE
21 GREAT TITCHFIELD STREET
LONDON
W1W 8BA

Fax: 02074360088

EMPLOYEE NAME: _____

Holiday is requested for the following dates:

From: _____
(Inclusive)

To: _____
(Inclusive)

Total number of days _____

My immediate supervisor has been advised of my request.

Client Name: _____

Client signature: _____

Company Name: _____

NOTE TO THE CLIENT: Should you require cover for this period please contact our Senior
Temporaries Controller, Kate Morton – 02074629968 kate@fashionpersonnel.co.uk

Thank you