

Dear [Payroll Team/HR],

I am writing to ask for clarification about how my holiday pay has been calculated.

In particular, I would like to understand whether any overtime and/or additional hours that I have worked have been taken into account when calculating my holiday pay, or, if applicable, whether I have received rolled-up holiday pay in respect of those hours.

Could you please confirm:

- how my holiday pay is calculated;
- whether overtime and/or additional hours worked are included in that calculation;
- if they are not included, the reason why; and
- if I receive rolled-up holiday pay, how this is calculated and where it is shown on my payslip.

If, following your review, you identify that I have been underpaid, I would be grateful if you could let me know how this will be corrected.

Thank you for your assistance. I look forward to your response.

Kind regards,

[Your name]

[Job title]

[Department]