

Template: Letter to Vacation Day Winner

Dear (insert winner's name),

Congratulations! I'm excited to inform you that you have won (enter # of days) vacation day(s) in the (Agency/Ministry name) vacation day draw that raised funds to support the 2026 Federated Health Charities Campaign.

The donor of the vacation day(s) has marked these days as used in WIN. Note that the awarded days will not appear in your WIN credits. Please do not enter the absence in WIN. To use your prize, please request the day off per your usual process and manually track its usage with your reporting manager.

Vacation credits that are awarded as prizes cannot be banked or exchanged for cash. Time must be used in the 2026 calendar year.

Thank you for supporting the Federated Health Charities Campaign and congratulations.

Sincerely,

(Executive Lead) - 2026 Federated Health Charities Campaign



Federated
Health
Charities

Please note: Prior to issuing this letter, it must be approved by your HR department and edited to match the policy and procedure of your Ministry/Agency