

Template: Letter to Vacation Day Winners Manager

Dear (insert winner's Manager name),

(Insert winner's name) was the winner of (enter # of days) vacation day(s) in an incentive 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. It is now up to the winner and their reporting manager to manually track the usage of the day(s). Note that the awarded days will not appear in the winner's WIN credits. They will not enter the absence in WIN when using the day. They will report their intent to use these days to their Manager and the Manager will manually track their use.

This vacation day(s) cannot be banked. Time must be used in the 2026 calendar year. It cannot be exchanged for cash.

Thank you for assisting with fulfilling this award and supporting the Federated Health Charities Campaign.

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