

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Notification of Annual Leave Exhaustion

Dear [Employee Name],

This letter is to formally notify you that according to our records, you have exhausted your total annual leave entitlement for the current calendar year/accrual period ending [Insert Date].

As of [Insert Date], your remaining annual leave balance is 0 days. Please note the following points regarding your leave status:

- Any further absence requests for the remainder of this period will be considered as Leave Without Pay (LWOP).
- Unpaid leave must still be requested through the standard approval process and is subject to management discretion.
- Your new leave entitlement will begin accruing on [Insert Start Date of New Period].

We encourage you to monitor your leave balance through the [Company HR Portal/System Name] to ensure you plan your time off effectively. If you believe there is an error in our records, please contact the HR department by [Insert Date] to provide supporting documentation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]