

Date: [Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

From: [Manager/HR Name]

Subject: Formal Notification: Exhaustion of Paid Time Off (PTO)

Dear [Employee Name],

This letter is to formally notify you that according to our records, you have exhausted your allotted Paid Time Off (PTO) for the current period ending [Date].

Current Status:

- Total PTO Accrued/Allotted: [Number] hours/days
- Total PTO Used to Date: [Number] hours/days
- **Remaining Balance: 0 hours/days**

Please be advised that any further absences from work will be considered "Leave Without Pay" unless otherwise protected by law or specific company policies (such as FMLA or disability leave). Any future requests for time off must still be submitted through the standard approval process but will result in a deduction from your gross pay.

We encourage you to manage your schedule carefully for the remainder of the year. If you believe there is an error in these calculations, please contact the Human Resources department by [Deadline Date] to review your attendance records.

A copy of this letter will be placed in your personnel file.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

Employee Acknowledgment:

I acknowledge that I have received this notification regarding my PTO balance.

Signature: _____ Date: _____