

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Warning Notice: Transition to Unpaid Leave Status

Dear [Employee Name],

This letter serves as formal notification regarding your current leave status. According to our records, your paid leave balance (including vacation, sick leave, and personal days) will be fully exhausted as of [Date].

Please be advised that starting [Date], any further absence from work will be classified as **Unpaid Leave**. This transition is based on the following details:

- **Last Day of Paid Leave:** [Date]
- **Effective Date of Unpaid Status:** [Date]
- **Reason for Leave:** [Reason]

During this period of unpaid leave, please take note of the following conditions:

- **Benefits:** [Explain impact on health insurance premiums or benefit accruals].
- **Reporting:** You are required to maintain regular contact with [Manager Name/HR Department] regarding your return-to-work status.
- **Documentation:** [Mention if further medical certification or documentation is required].

Failure to return to work on the agreed-upon date of [Return Date] or failure to provide necessary documentation may result in further disciplinary action, up to and including termination of employment.

If you believe there is an error in your leave balance calculation or if you wish to discuss your options, please contact the Human Resources department immediately at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]