

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification of Personal Leave Exhaustion

Dear [Employee Name],

This letter is to formally notify you that as of [Date], you have exhausted your total personal leave allowance for the current [Year/Period].

According to our records, your leave balance is as follows:

- Total Annual Personal Leave Entitlement: [Number] days/hours
- Total Personal Leave Used to Date: [Number] days/hours
- Current Remaining Balance: 0 days/hours

Please be advised that any further absences requested for personal reasons during this period will be treated as Leave Without Pay (LWOP), unless you have other applicable leave types available (such as sick leave or vacation time) and receive prior approval from your manager.

If you believe there is an error in these calculations, please contact the Human Resources department by [Date] to review your attendance records.

Your personal leave allowance will reset on [Date of Reset].

Sincerely,

[Name]

[Title]

[Company Name]