

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notification of Vacation Leave Exhaustion**

Dear [Employee Name],

This letter is to formally notify you that according to our current payroll and attendance records, you have exhausted your allotted vacation leave balance for the current period ending [Date].

As of [Date], your remaining vacation leave balance is **0 hours/days**. Please be advised of the following:

- Any further time off requested before your next accrual date will be considered Leave Without Pay (LWOP).
- Unscheduled absences without an available leave balance may be subject to departmental approval and company policy.
- Your next leave accrual is scheduled to occur on [Date].

We encourage you to review your future time-off plans accordingly. If you believe there is a discrepancy in your leave balance, please contact the Human Resources department at [Phone Number/Email] as soon as possible to perform a manual audit.

Sincerely,

[Your Name]

[Your Title]

[Company Name]