

Subject: Warning Regarding Leave Balance Exhaustion

Dear [Employee Name],

This letter is to formally notify you that your current paid leave balance is nearly exhausted. According to our records, as of [Date], you have [Number] days/hours of leave remaining.

Please be advised of the following:

- Any further absence beyond your current balance may be considered Leave Without Pay (LWOP).
- Unscheduled or unauthorized absences may result in disciplinary action.
- Approval for future leave requests will be subject to operational requirements and your available balance.

We encourage you to monitor your leave usage closely. If you believe there is an error in your leave records, please contact the Human Resources department immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]