[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Paid Time Off (PTO) Accrual Status Update

Dear [Employee Name],

This letter is to provide you with an official update regarding your accrued Paid Time Off (PTO) balance as of [Current Date].

According to our records, your current leave status is as follows:

- **Current Accrual Rate:** [Hours] per [Pay Period/Month]
- **Beginning Balance:** [Hours]
- **PTO Used (Year-to-Date):** [Hours]
- **Current Available Balance:** [Hours]

Please note that according to company policy, the maximum carry-over limit for the upcoming calendar year is [Number] hours. Any hours exceeding this limit must be used by [Date] or they will be subject to [Forfeiture/Payout per policy].

If you believe there is a discrepancy in these figures, or if you wish to request time off, please contact the Human Resources department or use the internal employee portal.

Sincerely,

[Your Name]
[Your Title]
[Company Name]