

[Your Name]
[Your Job Title]
[Employee ID Number]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Request for Payout of Accrued Vacation and Leave Balances

Dear [Recipient Name],

Following my [resignation/termination/retirement] effective [Your Last Day of Employment], I am writing to formally request the payout of my unused accrued vacation time and other earned leave balances.

According to my records and the company's internal portal, my remaining balance is as follows:

- Vacation/PTO Hours: [Number of Hours]
- Other Leave (if applicable): [Number of Hours]

Please confirm the total number of hours to be paid out and the date on which I can expect to receive this payment. I understand that this payout will be subject to standard tax withholdings.

If there are specific forms required to process this request, please send them to my personal email at [Your Personal Email Address].

Thank you for your assistance in finalizing my employment records.

Sincerely,

[Your Signature]

[Your Printed Name]