

Year-End Leave Reminder

Subject: Reminder: Annual Leave Balance - Action Required Before Year-End

Dear [Employee's Name],

As we approach the end of the calendar year, we want to remind you of your current annual leave balance and our carryover policy.

Your Current Status:

- Total Annual Leave Balance: [X] days
- Maximum Carryover Allowed: [X] days
- Days at Risk of Forfeiture: [X] days
- Deadline to Use/Request: [Date]

To avoid losing your earned leave, please take one of the following actions by [Date]:

1. Submit leave requests for the remaining days before year-end
2. Schedule leave for early [Next Year] if carryover is permitted
3. Contact HR if you have questions about your balance or special circumstances

Important Reminders:

- Leave requests for December must be submitted by [Date]
- All leave must be approved by your manager before year-end
- Carryover leave expires on [Date] if not used

We encourage you to use your leave entitlement, as time away from work is important for your health, wellbeing, and productivity. Taking regular breaks helps prevent burnout and maintains work-life balance.

If you're having difficulty taking leave due to workload, please discuss this with your manager so we can find solutions together.

To check your exact balance or submit a leave request, visit [Portal/System Name] or contact HR at [Contact Information].

Best regards,

Human Resources Department

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