

Annual Leave Balance Statement

Subject: Your Annual Leave Balance Summary - [Period]

Dear [Employee's Name],

This message provides a summary of your annual leave balance for the period [Start Date] to [End Date].

Leave Balance Summary:

- Opening Balance: [X] days
- Leave Accrued: [X] days
- Leave Taken: [X] days
- Current Balance: [X] days
- Pending Requests: [X] days
- Available Balance: [X] days

Leave History for this Period:

[Date Range]: [X] days taken

[Date Range]: [X] days taken

Please note:

- The maximum carryover allowed into the next year is [X] days
- You currently have [X] days that will be forfeited if not used by [Date]
- We encourage you to plan and utilize your remaining leave to maintain work-life balance

To submit a leave request, please use the [online portal/leave request form] and ensure you receive approval confirmation before making any commitments.

If you believe there is an error in this statement, please contact HR within [X] days with supporting documentation.

We encourage all employees to take their entitled leave to rest, recharge, and return to work with renewed energy.

Best regards,

[HR Representative's Name]

Human Resources Department

[Contact Information]

Get more templates here:

<https://www.lettersandtemplates.com/letters/sample-annual-leave-policy-template>