

# Employee Time-Off Entitlement Check

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Time-Off Entitlement Verification

Dear [Employee's Name],

I hope this message finds you well. As part of our regular review of employee time-off entitlements, we would like to confirm your current leave balances and entitlements.

According to our records, you currently have the following time-off entitlements:

- Annual Leave: [XX Days]
- Sick Leave: [XX Days]
- Personal Leave: [XX Days]
- Other: [Specify if applicable]

If you have taken any leave recently that has not yet been recorded, please let us know so we can update our records accordingly.

Should you have any questions or need further clarification on your entitlements, feel free to reach out.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]