

# Leave Usage and Balance Assessment

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Leave Usage and Balance Assessment

Dear [Manager's Name],

I hope this message finds you well. I am writing to provide an assessment of my leave usage and current balance as part of the company's leave policy review.

## Leave Usage Summary

Leave Type	Total Entitlement	Leave Taken	Remaining Balance
Annual Leave	[Insert Total Annual Leave]	[Insert Leave Taken]	[Insert Remaining Balance]
Sick Leave	[Insert Total Sick Leave]	[Insert Leave Taken]	[Insert Remaining Balance]
Casual Leave	[Insert Total Casual Leave]	[Insert Leave Taken]	[Insert Remaining Balance]

## Notes

[Add any additional notes regarding your leave, if necessary.]

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Position]