Date:

To:

Name of the employee:

From:

Name of the company

**Subject: leave balance letter**

Dear Mr. ABC,

Following are the details of the leaves you have been sanctioned in the annual year 2021.

|  |  |  |
| --- | --- | --- |
| **Date on which leave was requested** | **Date on which leave was sanctioned** | **Purpose of the leave** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Total number of annual leaves: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of leaves taken: \_\_\_\_\_\_\_\_\_\_\_\_\_

Remaining leaves: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_