



replace with
LOGO

DATE

TO: ALL EMPLOYEES

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: ANNUAL LEAVE REMINDER

This is a friendly reminder to review your current annual leave balance and begin planning your remaining leave for the year.

Please take note of the Company's annual leave carry forward policy:

[Insert your company's carry forward policy here]

To avoid disappointment, we encourage everyone to:

- Check your available annual leave balance
- Discuss your leave plans early with your manager and team
- Submit leave applications as early as possible, especially for popular periods such as school holidays, festive seasons, and year-end

Please note that while the Company encourages employees to utilise their annual leave, approval remains subject to operational requirements and adequate staffing. Early planning increases the likelihood of securing your preferred leave dates.

If you have any questions regarding your leave balance or leave policy, please contact the Human Resources Department.

Thank you.

