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Vacation Balance Letter

(Date)

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(Employee name)

(Title)

(Department)

(Phone number)

(E-mail address)

(Practice Name)

Dear (Employee name),

According to our records, you have (X) vacation days remaining as of (insert date). We believe it is important for our employees to use their vacation time each year and would like you to schedule your remaining days by (insert date). If you have concerns about taking time away from work, please discuss this with your manager, who will work with you to ensure the time can be taken.

If you believe there is a discrepancy in your remaining vacation days, please contact (insert appropriate authority) at (insert contact information).

Sincerely,

(Signature)

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(Name)

(Position)

(Title)

(Department)