

Annual Leave Statement

For the Year: **2023**

Employee Details

Employee Name	John Doe
Employee ID	EMP123456
Department	Finance
Designation	Accountant
Date of Joining	10-Jan-2020

Annual Leave Summary

Description	Days
Opening Leave Balance (as of 01-Jan-2023)	10
Leave Entitlement for the Year	20
Total Leave Available	30
Leave Availed	15
Balance Leave (as of 31-Dec-2023)	15

Leave Details (2023)

Date From	Date To	No. of Days	Type	Status
12-Feb-2023	15-Feb-2023	4	Annual Leave	Approved
10-Jun-2023	17-Jun-2023	8	Annual Leave	Approved
01-Oct-2023	02-Oct-2023	2	Annual Leave	Approved
15-Dec-2023	15-Dec-2023	1	Annual Leave	Approved

Important Notes

- This statement reflects the annual leave status as of the date issued.
- Please verify the details and report any discrepancies to HR within 7 days.
- Unused leave may be carried forward as per company policy.
- Approval of leave is subject to departmental requirements.
- Annual leave balance is calculated based on company policies and applicable laws.