

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Response to Request for Reasonable Accommodation Leave

Dear [Employee Name],

We are writing to provide a formal decision regarding your request for [leave of absence/extension of leave] as a reasonable accommodation, which was submitted on [Date].

After carefully reviewing your request and the supporting documentation provided, we regret to inform you that we are unable to grant your request at this time for the following reason(s):

- [Insert reason: e.g., Request creates an undue hardship on business operations.]
- [Insert reason: e.g., The leave requested is indefinite in duration.]
- [Insert reason: e.g., The requested accommodation would fundamentally alter the nature of the position.]

In our effort to engage in the interactive process, we have considered the following alternative accommodations: [List alternatives discussed, or state if no viable alternatives were identified]. Unfortunately, these options were found to be [ineffective/not feasible].

Please note that this decision is based on current business needs and the information available to us. If your circumstances change or if you have additional information you would like us to consider, please contact [Name of HR Contact] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]