

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Request for Personal Leave of Absence

Dear [Employee Name],

We have received and reviewed your formal request for a personal leave of absence starting on [Start Date] and ending on [End Date].

After careful consideration of your request and our current operational requirements, we regret to inform you that your request for a leave of absence has been denied at this time.

This decision was based on the following reason(s):

[Insert reason, e.g., Peak seasonal workload / Insufficient staffing levels / Eligibility requirements not met].

We understand that this may be disappointing news. If you would like to discuss alternative scheduling options or a different timeframe for your request, please contact [Manager Name or HR Department] by [Date].

Thank you for your understanding and your continued contributions to the team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]