

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Denial of Leave Request - Insufficient Notice

Dear [Employee Name],

This letter is to formally inform you that your request for a leave of absence from [Start Date] to [End Date] has been denied.

According to our company policy, employees are required to provide a minimum of [Number] days' notice prior to the requested start date of any non-emergency leave. Your request, submitted on [Date of Submission], does not meet this requirement.

Due to the short notice, we are unable to make the necessary staffing adjustments to cover your responsibilities during this period without disrupting operations.

If there are extenuating circumstances regarding the timing of your request, please contact the Human Resources department immediately to provide further documentation. Otherwise, you are expected to report for work as regularly scheduled.

We encourage you to resubmit your request in the future in accordance with the established notice periods.

Sincerely,

[Your Name]

[Your Title]

[Company Name]