

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Response to Hardship Leave of Absence Request

Dear [Employee Name],

We have received and carefully reviewed your request for a Hardship Leave of Absence beginning on [Start Date] and ending on [End Date].

After evaluating our current department requirements, we regret to inform you that your request has been denied at this time due to business operational needs. Specifically, the denial is based on the following factors:

- Peak seasonal workload and critical project deadlines.
- Current staffing shortages within the [Department Name] team.
- The essential nature of your current role in maintaining daily operations.

We understand the difficulty of your situation. While we cannot grant a full leave of absence right now, we would like to discuss alternative options that may assist you, such as a temporary adjustment to your work schedule or the use of earned Paid Time Off (PTO) in shorter increments.

Please contact your supervisor or the Human Resources department by [Date] to discuss these alternatives or to plan for a future leave request when operational demands may be lower.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]