

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Denial of Leave of Absence Request

Dear [Employee Name],

We are writing to formally respond to your request for a leave of absence dated [Date of Request] for the period of [Start Date] to [End Date].

After reviewing your employment records, we regret to inform you that your request has been denied. This decision was made because you have exhausted your allotted Paid Time Off (PTO) balance and do not have sufficient hours remaining to cover the requested absence.

As per company policy, employees must have an accrued balance to take paid leave. Furthermore, your request does not qualify for unpaid leave under current company guidelines or [State/Federal, e.g., FMLA] regulations at this time.

We expect you to report to work as scheduled. Failure to report for your scheduled shifts may result in disciplinary action, up to and including termination of employment, in accordance with our attendance policy.

If you believe there has been an error in your PTO calculations or if you have any questions regarding this decision, please contact the Human Resources department immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]