

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Decision Regarding Leave of Absence Request

Dear [Employee Name],

Thank you for submitting your request for a leave of absence from [Start Date] to [End Date].

After careful review of your request and our upcoming department schedule, I am writing to inform you that your leave request has been denied at this time. This decision is based on the fact that your requested dates fall during our peak operational season, which runs from [Start Date of Peak Season] to [End Date of Peak Season].

During this period, we experience a significant increase in workload and require full staffing levels to meet our operational commitments and maintain service standards. Granting leave during this critical time would result in an undue hardship on the team and our operations.

We value your contributions and understand that time off is important. We encourage you to resubmit your request for a date outside of this peak period. Please refer to the company handbook regarding blackout dates and the leave application process.

If you have any questions regarding this decision, please contact me or the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]