

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Decision Regarding Educational Leave of Absence Request

Dear [Employee Name],

Thank you for submitting your request for a voluntary educational leave of absence dated [Date of Request]. We have carefully reviewed your application to pursue [Name of Program/Course] from [Start Date] to [End Date].

After thorough consideration of current business requirements and departmental staffing levels, we regret to inform you that your request has been denied at this time.

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

[Insert reason, e.g., Peak seasonal workload / Critical project deadlines / Staffing shortages / Lack of direct relevance to current role]

We appreciate your interest in further professional development. While we cannot grant a full leave of absence at this time, we are open to discussing alternative arrangements such as [Insert alternatives, e.g., adjusted work schedules or tuition reimbursement for part-time study].

Please contact [Name/Human Resources] if you would like to discuss this decision or explore other development opportunities.

Sincerely,

[Your Name]

[Your Title]

[Company Name]