

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Denial of Leave of Absence Request

Dear [Employee Name],

Thank you for your request for a leave of absence dated [Date of Request], intended for the period of [Start Date] to [End Date].

After careful consideration, we regret to inform you that your request has been denied at this time. This decision is due to the ongoing departmental restructuring currently taking place within [Department Name].

During this transition period, your presence and contributions are essential to ensure operational continuity and the successful implementation of new departmental workflows. Our current staffing requirements do not allow for extended absences while we finalize these structural changes.

We understand this may be disappointing. We are open to reviewing a new leave request once the restructuring phase is complete, tentatively expected by [Date].

If you have any questions regarding this decision or wish to discuss alternative scheduling options, please contact [Manager Name/HR Representative] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]