

[Company Name]  
[HR Department]  
[Date]

[Employee Name]  
[Employee ID]  
[Employee Address]

**Subject: Notification of Decision Regarding Religious Accommodation Request**

Dear [Employee Name],

We have carefully reviewed your request for a religious accommodation submitted on [Date of Request]. In your request, you asked for [Brief Description of Requested Accommodation].

After a thorough evaluation of your request and an exploration of available options through the interactive process, we regret to inform you that we are unable to grant your request at this time.

Our decision is based on the following reason(s):

- The requested accommodation would result in an undue hardship on the company's operations.
- The requested accommodation would compromise workplace safety or security.
- The requested accommodation would infringe on the rights or benefits of other employees.
- [Insert specific explanation of why the request cannot be met].

During our review, we also considered alternative accommodations, including [List Alternatives Discussed]. Unfortunately, these alternatives were either not feasible or did not meet the requirements of your position.

Please note that this decision does not reflect a judgment on the sincerity of your religious beliefs. We remain committed to providing a workplace free from discrimination and will continue to respect your religious practices to the extent that they do not create an undue hardship for the company.

If you have additional information or if your circumstances change, you may submit a new request for consideration. If you have questions regarding this decision, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Signature]  
[Name of HR Representative]  
[Title]