

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Notice of Voluntary Furlough Request Decision

Dear [Employee Name],

Thank you for submitting your request for a voluntary furlough for the period of [Start Date] to [End Date].

After careful review of our current operational requirements and staffing levels, we regret to inform you that we are unable to approve your request at this time.

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

- Critical project deadlines during the requested period.
- Current departmental workload and business necessity.
- Minimum staffing requirements must be maintained.

We appreciate your willingness to participate in this voluntary program. We will keep your interest on file should future opportunities for voluntary leave become available.

If you have any questions regarding this decision, please contact [Name/Department] at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]