

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Request for Voluntary Furlough

Dear [Employee Name],

Thank you for submitting your request for a voluntary furlough dated [Date of Request]. We appreciate your willingness to participate in this program to assist the company's current operational adjustments.

After reviewing your request alongside our current staffing requirements and departmental needs, we regret to inform you that we are unable to approve your application for voluntary furlough at this time. This decision was based on the following reason(s):

- Critical nature of your current role and responsibilities.
- Current departmental workload and project deadlines.
- Maintaining necessary staffing levels for business continuity.

As a result, you are expected to continue your regular work schedule as previously assigned. If your circumstances change or if future furlough opportunities become available, we will notify the staff accordingly.

If you have any questions regarding this decision, please contact the Human Resources department at [Phone Number/Email].

Thank you for your continued dedication and hard work.

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]