

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Voluntary Furlough Request Denial

Dear [Employee Name],

Thank you for submitting your request for a voluntary furlough dated [Date of Request].

After careful review of our current staffing requirements and operational needs, we regret to inform you that your request has been denied at this time. This decision was based on the following reason(s):

- [Insert Reason: e.g., Critical project deadlines]
- [Insert Reason: e.g., Minimum staffing levels required]
- [Insert Reason: e.g., Departmental workload]

We appreciate your willingness to participate in this voluntary program. We will continue to monitor our business needs and will notify staff if further opportunities for voluntary furlough become available in the future.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]