

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Department]

Dear [Employee Name],

Thank you for expressing your interest in the voluntary furlough program offered by [Company Name]. We appreciate your willingness to support the company's efforts during this period.

After carefully reviewing our current operational requirements and staffing needs within the [Department Name] department, we regret to inform you that we are unable to approve your request for voluntary furlough at this time.

Our decision is based on the necessity to maintain specific service levels and ensure that essential business functions remain fully operational. Your current role is critical to these ongoing operations, and your continued presence is required to meet our objectives.

Please note that this decision does not impact your eligibility for future programs or your standing within the company. We value your contributions and thank you for your professionalism.

If you have any questions regarding this decision, please contact [HR Contact Name] in the Human Resources department.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]