

[Company Name]

[Department]

[Date]

[Employee Name]

[Employee ID]

[Job Title]

Subject: Denial of Voluntary Furlough Request

Dear [Employee Name],

Thank you for submitting your request for a voluntary furlough dated [Date of Request]. We appreciate your willingness to support the organization during this period.

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

- Critical business needs and project deadlines.
- Insufficient staffing coverage within your department.
- Specific skill sets required for upcoming tasks.

We value your commitment to [Company Name]. Your continued presence is essential to maintaining our service standards and meeting our departmental goals.

If you have any questions regarding this decision, please contact your supervisor or the Human Resources department.

Sincerely,

[Signature]

[Manager Name]

[Title]