

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification Regarding Voluntary Furlough Request

Dear [Employee Name],

Thank you for expressing your interest in the Voluntary Furlough program and submitting your application on [Date].

After carefully reviewing our current business operations and staffing requirements, we regret to inform you that we are unable to approve your request for voluntary furlough at this time. This decision is based on the necessity to maintain specific service levels and ensure continuity within the [Department Name] department.

We appreciate your willingness to support the company's efforts to manage operational costs. Your commitment to the organization is highly valued, and this decision does not reflect your performance or standing with the company.

Please report for your regularly scheduled shifts as usual. If you have any questions regarding this decision, please contact your immediate supervisor or the Human Resources department.

Thank you for your continued dedication and hard work.

Sincerely,

[Sender Name]
[Title]
[Company Name]