

DATE: [Date]

TO: [Employee Name]

FROM: [Manager/HR Name]

SUBJECT: Denial of Voluntary Furlough Request

Dear [Employee Name],

Thank you for submitting your request for a voluntary furlough beginning on [Start Date]. After careful review of our current production schedule and staffing requirements, we are unable to approve your request at this time.

This decision is based on the following critical business needs:

- Maintaining essential staffing levels for upcoming [Project/Show Name] deadlines.
- Ensuring continuity of operations within the [Department Name] department.
- Current workload volume requiring your specific expertise and role functions.

We understand that this may be disappointing news. Please note that this denial does not preclude you from requesting a voluntary furlough in the future should business conditions change and staffing flexibility increases.

If you have any questions regarding this decision or wish to discuss alternative scheduling options, please contact [HR/Manager Name].

Thank you for your ongoing contributions to the team.

Best regards,

[Signature]

[Name]

[Title]