

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification Regarding Voluntary Furlough Application

Dear [Employee Name],

Thank you for submitting your application for the Voluntary Furlough Program dated [Date of Application]. We appreciate your willingness to support the organization during this period.

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

This decision was made based on the following reason(s):

[Insert reason, e.g., Critical project deadlines / Minimum staffing requirements / Essential nature of role]

We value your continued contributions to the team. If you have any questions regarding this decision, please contact [Name of Manager/HR Representative].

Sincerely,

[Your Name]

[Your Title]

[Company Name]