

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notification Regarding Voluntary Furlough Request

Dear [Employee Name],

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

After careful review of our current operational requirements and staffing levels, we regret to inform you that your request for voluntary furlough has been denied at this time.

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

- Critical nature of your current role/projects
- Minimum staffing requirements within your department
- Business continuity needs
- Other: [Specify Reason]

Please continue with your regular work schedule as previously assigned. If you have any questions regarding this decision, please contact your manager or the Human Resources department.

Thank you for your ongoing commitment and contributions to [Company Name].

Sincerely,

[Sender Name]
[Title]
[Company Name]