

[Date]

[Employee Name]

[Employee ID]

[Department]

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 participate in this program to assist the organization.

After reviewing your request and evaluating our current operational requirements, 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 staffing levels required for upcoming projects.
- Departmental workload and deadlines.
- Maintenance of essential services.

We value your continued contributions to [Company Name]. If you have any questions regarding this decision, please contact your supervisor or the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]