

[Company Name]  
[Address Line 1]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Department]

Subject: Response to Voluntary Furlough Request

Dear [Employee Name],

Thank you for submitting your application to participate in the Company Voluntary Furlough Program on [Date]. We appreciate your willingness to support the company's efforts to manage staffing levels during this period.

After reviewing your request alongside our current operational requirements and departmental staffing needs, we regret to inform you that your application for voluntary furlough has been denied at this time.

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

- Critical nature of your current role/project.
- Insufficient staffing coverage within your department.
- Program participation limits have been reached.
- Other: [Specify]

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

Thank you for your continued dedication and hard work.

Sincerely,

[Name]  
[Title]  
[Company Name]