

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Response to Voluntary Furlough Request

Dear [Employee Name],

Thank you for submitting your request for a voluntary furlough on [Date].

After reviewing our current operational requirements, we are unable to approve your request at this time. Your role has been designated as essential to our continued operations, and we require your specific skills and presence to meet our service obligations and safety standards.

We appreciate your willingness to participate in this program and your ongoing commitment to the team during this period. We will keep your request on file should our staffing needs change in the future.

If you have any questions regarding this decision, please contact your supervisor or the Human Resources department.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]