

To: [Manager Name]

From: [Human Resources / Department Head Name]

Date: [Date]

Subject: Rejection of Request to Cancel Position: [Job Title/ID]

Dear [Manager Name],

We have received and reviewed your formal request to cancel the recruitment and placement for the position of [Job Title], effective [Date].

After a thorough evaluation of current departmental needs and organizational goals, we are unable to approve the cancellation of this position at this time. Our decision is based on the following factors:

- Essential nature of the role for upcoming projects.
- Impact on current team workload and productivity.
- Allocated budget requirements for the current fiscal year.

As a result, the recruitment process for this role will continue as previously scheduled. We recommend that you proceed with interviewing the shortlisted candidates to ensure the vacancy is filled promptly.

If you wish to discuss the resource allocation or have further concerns regarding the budget for this role, please contact [Name/Department] to schedule a meeting.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]