

[Date]

[Recipient Name]
[Recipient Job Title]
[Department Name]

Subject: Denial of Request for Position Cancellation - [Position Title/ID]

Dear [Recipient Name],

This letter is in response to your formal request submitted on [Date] regarding the cancellation of the following position: [Position Title], [Position Number/ID].

After a comprehensive review of the current departmental needs, budget allocations, and strategic goals, we regret to inform you that your request to cancel this position has been denied at this time.

The decision was based on the following factors:

- [Reason 1: e.g., Essential nature of the role for upcoming projects]
- [Reason 2: e.g., Minimum staffing requirements for operational safety]
- [Reason 3: e.g., Impact on departmental workflow and service delivery]

We understand the intent behind this request; however, maintaining this position is currently deemed necessary to ensure the continued efficiency and success of the [Department Name].

If you wish to discuss this decision further or present additional data for reconsideration in the next fiscal quarter, please schedule a meeting with [Contact Person/Office Name].

Sincerely,

[Your Name]
[Your Title]
[Organization Name]