

[Date]

[Employee Name]

[Employee ID / Department]

Dear [Employee Name],

Thank you for your request to transition to a remote work arrangement. We have carefully reviewed your application based on our current Remote Work Policy and the requirements of your role.

At this time, we are unable to approve your request. This decision was based on the following reason(s):

- The essential functions of your position require consistent physical presence on-site.
- The role requires regular access to specialized equipment or secure physical files located at the office.
- Your position involves high-frequency, in-person collaboration or client interaction that cannot be effectively replicated remotely.
- [Optional: Insert specific departmental or performance-based reason].

Please note that this decision is specific to the requirements of your current role and does not reflect on your individual performance. Should your job responsibilities change or should the company policy be updated in the future, you may be eligible to reapply.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]