

Subject: Response to Remote Work Request - [Employee Name]

Dear [Employee Name],

Thank you for submitting your formal request to transition to a work-from-home arrangement. We have carefully reviewed your proposal in accordance with our current company policies and operational requirements.

At this time, we are unable to approve your request for remote work. This decision is based on the following reasons:

- [Reason 1: e.g., Your role requires physical presence for equipment operation/client interaction.]
- [Reason 2: e.g., Current department performance standards require in-person collaboration.]
- [Reason 3: e.g., Security and data privacy protocols for your specific tasks.]

Please understand that this decision is specific to the current needs of the team and is not a reflection of your individual performance. We value your contributions to [Company Name] and remain committed to supporting your professional growth within the office environment.

We are happy to discuss this further during our next scheduled 1-on-1 meeting if you have additional questions regarding the specific requirements of your role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]