

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Decision Regarding Remote Work Request

Dear [Employee Name],

Thank you for submitting your formal request to transition to a remote work arrangement for your role as [Job Title].

After carefully reviewing the requirements of your specific position and the operational needs of the department, we are unable to approve your request at this time. This decision is based on the specific nature of your role, which requires:

- Direct physical access to [Equipment/Software/Files] located on-site.
- In-person collaboration and immediate oversight of [Team/Project].
- Handling of sensitive materials that must remain within the secure office environment.
- Regular face-to-face interaction with [Clients/Stakeholders] that cannot be replicated virtually.

Because these core functions are essential to your performance and the department's success, the role is currently designated as an on-site position.

We value your contributions to [Company Name] and are happy to discuss other ways we can support your professional development within the current office structure. If you have any questions regarding this decision, please reach out to [Name of Supervisor/HR Representative].

Sincerely,

[Your Name]

[Your Title]

[Company Name]