

[Date]

[Employee Name]  
[Employee Job Title]  
[Department]

Dear [Employee Name],

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

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

- [Reason 1: e.g., Nature of the role requires consistent in-person collaboration]
- [Reason 2: e.g., Specific hardware or security protocols required on-site]
- [Reason 3: e.g., Current business needs and team coverage requirements]

We value your contributions to the team and understand that this may not be the outcome you were hoping for. If you wish to discuss this further or explore alternative flexible options that may be available, please feel free to schedule a meeting with me.

Thank you for your understanding and your continued commitment to [Company Name].

Sincerely,

[Manager Signature]

[Manager Name]  
[Manager Title]