

Subject: Update on your Remote Work Application - [Employee Name]

Dear [Employee Name],

Thank you for submitting your formal request to transition to a remote work arrangement. We appreciate the time you took to outline your proposal and how you plan to manage your responsibilities from a remote location.

After careful consideration of your application and a review of the current operational requirements of the [Department Name] department, we are unable to approve your request for remote work at this time.

This decision was based on the following factors:

- [Reason 1: e.g., Requirement for consistent in-person collaboration]
- [Reason 2: e.g., On-site access to specific hardware/secure files]
- [Reason 3: e.g., Nature of role requiring face-to-face client interaction]

Please note that this decision is specific to the current needs of the team and does not reflect on your performance or contributions to the company. We value your work and remain committed to supporting your professional growth within the office environment.

If you would like to discuss this decision further or explore alternative flexible working options, such as a hybrid schedule or adjusted hours, please contact [Name/Department] to schedule a meeting.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]