

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Dear [Employee Name],

Thank you for your formal request for a flexible work arrangement dated [Date of Request]. We have carefully reviewed your proposal to [briefly describe requested arrangement, e.g., work from home on Fridays].

After thorough consideration of the operational requirements of the [Department Name] department and the responsibilities of your role as [Job Title], we are unable to approve your request at this time.

This decision was based on the following reason(s):

- [Reason 1: e.g., Requirement for in-person collaboration or supervision]
- [Reason 2: e.g., Impact on team productivity or service levels]
- [Reason 3: e.g., Insufficient staffing levels to cover the requested schedule]

Please note that this decision does not reflect your individual performance. We value your contributions to the team and encourage you to discuss any alternative suggestions or future changes in circumstances with your supervisor.

If you have any questions regarding this decision, please contact [Manager Name or HR Contact] to schedule a meeting.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

cc: [Human Resources/Personnel File]