

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notification Regarding Remote Work Eligibility Assessment

Dear [Employee Name],

Thank you for participating in the remote work eligibility assessment process. We have carefully reviewed your application and evaluated it against our current operational requirements and the specific demands of your role.

At this time, we are unable to approve your request for remote work. This decision was based on the following factor(s):

- Your role requires a consistent physical presence for [Reason: e.g., onsite equipment access, in-person client interaction, etc.].
- Current team coverage requirements necessitate in-office attendance.
- Specific performance or training milestones must be met before remote work can be considered.

Please note that this decision is based on current business needs and does not preclude you from applying for remote work eligibility in the future should your role or the company's requirements change.

If you have any questions regarding this assessment, please contact your direct supervisor or the Human Resources department.

Best regards,

[Your Name]

[Your Title]

[Company Name]