

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Thank you for submitting your request to work off-site. We have carefully reviewed your proposal regarding [Remote Work/Telecommuting/Field Work].

After reviewing the requirements of your current role and our current operational needs, we are unable to approve your request at this time. This decision was based on the following reason(s):

- [Reason 1: e.g., The role requires consistent in-person collaboration.]
- [Reason 2: e.g., Necessary equipment or data security measures are only available on-site.]
- [Reason 3: e.g., Business needs require a physical presence for client interaction.]

Please note that this decision is specific to the current circumstances. We are happy to revisit this request in the future should your job responsibilities or company policies change.

If you have any questions regarding this decision, please feel free to schedule a meeting with me to discuss it further.

Best regards,

[Your Signature]

[Your Name]

[Your Title]