

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

Thank you for submitting your formal request to transition to a permanent remote work arrangement in lieu of relocating to the [Office Location] office.

We have carefully reviewed your proposal and evaluated the requirements of your role as [Job Title]. After thorough consideration, we must inform you that we are unable to approve your request for remote work at this time.

The core functions of your position require consistent on-site presence for the following reasons:

- [Reason 1: e.g., Necessity for in-person collaboration]
- [Reason 2: e.g., Access to physical hardware/secure facilities]
- [Reason 3: e.g., On-site team management responsibilities]

As previously communicated, the deadline for your relocation to [Office Location] remains [Date]. We understand that this may be a difficult decision, but please be advised that relocation is a requirement for continued employment in this role.

Please let us know by [Response Date] if you intend to proceed with the relocation process. If you choose not to relocate, we will begin the process of offboarding and voluntary resignation effective [Resignation Date].

If you have any questions regarding relocation assistance or transition details, please contact [HR Contact Name].

Sincerely,

[Your Name]
[Your Title]
[Company Name]