

[Date]

[Employee Name]

[Employee ID/Department]

Subject: Response to Remote Work Request

Dear [Employee Name],

Thank you for submitting your formal request to transition to a remote work arrangement. We have carefully reviewed your proposal in accordance with our current operational requirements and departmental policies.

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

- The specific requirements of your role necessitate consistent in-person collaboration.
- Access to on-site equipment and secure physical files is essential for your daily tasks.
- Current business needs require a physical presence to support team workflow and client interactions.

We appreciate your contributions to the team and value the hard work you do. While we cannot accommodate a remote schedule at this moment, we are happy to discuss this again in the future should business needs or your role requirements change.

If you have any questions regarding this decision, please feel free to reach out to [Manager Name] or the HR department.

Best regards,

[Your Name]

[Your Title]

[Company Name]