

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

[Employee Name]
[Employee Address]

Subject: Rejection of Seasonal Work Schedule Request

Dear [Employee Name],

Thank you for submitting your request regarding your preferred work schedule for the upcoming [Season, e.g., Winter/Summer] season.

After carefully reviewing our staffing requirements and the anticipated operational needs for this period, I am writing to inform you that we are unable to approve your requested schedule at this time.

The decision was based on the following reason(s):
[Insert reason, e.g., Peak volume coverage requirements / Conflict with existing seniority requests / Minimum staffing levels].

We have assigned you the following seasonal schedule instead:
[Insert Assigned Schedule Details]

We value your contribution to the team and appreciate your flexibility during our busiest time of year. If you have any questions or would like to discuss alternative options that fit within our operational needs, please feel free to contact me.

Sincerely,

[Your Signature]
[Your Printed Name]