

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Response to Overtime Unavailability Request

Dear [Employee Name],

Thank you for submitting your notification regarding your unavailability for scheduled overtime on [Date/Period].

After reviewing our current operational requirements and staffing levels, I am writing to inform you that we are unable to excuse you from this overtime assignment. This decision was made due to [Reason: e.g., critical project deadlines / seasonal peak volume / minimum safety staffing requirements].

As per your employment contract and company policy, participation in mandatory overtime is required when business needs dictate. We expect your attendance during the following hours: [Insert Specific Hours/Shift].

If there are extreme extenuating circumstances that we have not yet discussed, or if you are able to find a qualified colleague to cover your shift (subject to management approval), please contact me immediately.

We appreciate your cooperation and your contribution to the team's goals during this busy period.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]