

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Response to Relocation Request

Dear [Employee Name],

Thank you for submitting your formal request to relocate to [Requested Location] while maintaining your current position with [Company Name].

After careful review of your proposal and our current operational requirements, we regret to inform you that we are unable to approve your relocation request at this time.

This decision was based on the following factor(s):

- [Insert reason, e.g., Requirement for in-person collaboration]
- [Insert reason, e.g., Lack of business nexus in the requested state/country]
- [Insert reason, e.g., Specific timezone requirements for client support]

We value your contributions to the team and hope that you will continue your employment at your current work location. If you have any questions regarding this decision or wish to discuss your future with the company, please contact [Name/Department] by [Date].

Sincerely,

[Manager Name]

[Title]

[Company Name]