[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Denial of Leave Request**

Dear [Employee Name],

Thank you for submitting your leave request dated [Date of Request] for the period of [Start Date] to [End Date]. After careful consideration, we regret to inform you that your request cannot be approved at this time due to [*specific reason, e.g., operational requirements, team scheduling conflicts, or critical deadlines during the requested period*].

While we understand the importance of time off, the following factors influenced this decision:

* [*Reason 1, e.g., “Your role is critical to the completion of the [specific project or task].*”]
* [*Reason 2, e.g., “Other team members are also scheduled to be on leave during this period.”*]

We encourage you to consider alternative dates for your leave request that align better with current team and operational requirements. Please reach out to [Manager’s Name/HR Contact] at [Email Address/Phone Number] to discuss potential options or adjustments.

We value your contributions to the team and are committed to finding a solution that accommodates both your needs and the company’s responsibilities.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................