

Denial of Unpaid Leave Request

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Unpaid Leave Request Denial

Dear [Employee's Name],

Thank you for your request for unpaid leave submitted on [Insert Request Date]. We appreciate your dedication and understand the need for a break.

After careful consideration, I regret to inform you that your request for unpaid leave from [Start Date] to [End Date] cannot be approved at this time. This decision was made due to [specific reasons for denial, e.g., staffing needs, ongoing projects].

We encourage you to explore other options, such as using accrued vacation or personal leave, if applicable. Please feel free to discuss this matter further with your supervisor.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]