

Letter of Denial for Leave of Absence Sample

Dewey P. Clayborne

4023 Alexander Drive
Denton, TX 76201

Dear Mr. Clayborne,

We regret to inform you that your recent request for a leave of absence has been denied. After reviewing your request, we have determined that it would not be possible to accommodate your request at this time.

During the time you requested your leave of absence, our business experiences the highest level of volume throughout the year. It would just not be practical for us to give up one of our best workers during this time. We have trouble making it through this period every year, and without you, we don't think we would be able to make it through.

We strongly suggest you resubmit your request, but with a different time period attached.

Sincerely,

The Management