

**Saif Uddin**  
**Director**  
**HR Department**  
**Axact**  
**Karachi**

**April 24 2024**

**Amber Khan**  
**System Manager**  
**IT Department**

**Dear Miss. Amber**

Thank you for submitting your request for 10 days of vacation (your maximum entitlement) in August. **(Buffer Statement)**

Summer is traditionally a time when many employees are out of the office and demands on the servers are reduced. In order to minimize the disruption to staff throughout the company, the IT department will be rolling out a server replacement project during July and August. Because this project will need to be completed in a more compressed time frame, no vacation requests in July and August are possible for staff in the IT department. As a result, your request for vacation during August has not been approved. **(Explanation + Breaking Negative news)**

However, you are welcome to take vacation before and/or after the project rolls out. As compensation, HR is providing IT staff with three extra days of paid vacation. **(Redirect)**

We look forward to receiving your revised vacation request soon. **(Closing)**

**Sincerely**

**Saif Uddin**