**Denial Letter Format**

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| [Employee's name]  Dear [Employee's name],  Subject: [Mention request and then action]  We are sorry to say that we can't give you what you asked for, like a leave approval or a raise in your salary. We know you work hard, and thank you for your dedication.  But right now, we can't do it because we don't have a proper situation for it. We do want to reward you for your hard work, but we can only do it when we get into the right situation.  Thank you for understanding. We really value your work on our team.  Sincerely,  [Your name] |

**Denial Letter Example**

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| Nidhi Patel  Ahmedabad, Gujarat  Dear Nidhi,  Subject: Rejection Of Leave Asked On Monday  We hope you're doing well. We want to talk to you about your request for leave asking on next week. We know you have important things to do outside of work, and thank you for your hard work here.  But, after thinking about it carefully and talking with the bosses, we can't say yes to your leave requests now. The reason is that the time you want to be away is when we have lots of important work going on. We need your help to make sure everything goes well.  We know taking breaks is important, but maybe it's better if you plan your leave for a later date. You could think about asking again after we finish these important projects, or when things calm down a bit. We really appreciate how much you care about your job, and we'll try our best to find a good time for you to take a break.  Thanks for being understanding and patient. We really value what you bring to our team, and we're looking forward to your support in the coming weeks.  Sincerely,  Kinjal Modi  HR Manager |