

Leave Denial with Alternatives

Subject: Leave of Absence Request - Alternative Solutions

Dear [Employee Name],

Thank you for submitting your request for a personal leave of absence from [Start Date] to [End Date]. After careful consideration of operational needs and staffing requirements, we are unable to approve your request for the full duration as submitted.

However, we would like to work with you to find an alternative solution. We can offer the following options:

1. A modified leave period from [Alternative Dates] for [Shorter Duration]
2. A combination of vacation days and unpaid leave totaling [Number] weeks
3. A remote work arrangement for part of the requested period
4. A delayed leave start date of [Alternative Start Date]

We understand this may not fully meet your needs, but we are committed to finding a workable solution. Please schedule a meeting with me at your earliest convenience to discuss these alternatives and explore other possibilities.

Your contributions to the team are valued, and we want to support you while maintaining business continuity.

Please respond by [Date] with your preferred option or to arrange our discussion.

Sincerely,

[Manager Name]

[Title]

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