

Manager's Denial of Annual Leave Request

Subject: Annual Leave Request - Unable to Approve [Dates]

Dear [Employee's Name],

Thank you for submitting your annual leave request for [Start Date] to [End Date]. After careful consideration of departmental needs and current workload, I regret to inform you that I am unable to approve your leave for these specific dates.

The reason for this decision is: [Provide specific, valid reason, e.g., "We have three other team members already scheduled for leave during this period, and we need to maintain minimum staffing levels to meet our project deadline of [Date]" or "This coincides with our busiest period, and your role is critical for [specific responsibility]"].

I understand this may cause inconvenience, and I would like to work with you to find an alternative solution. Would you be available to discuss alternative dates? Some periods that would work better from a business perspective include: [suggest alternative periods if possible].

If there are extenuating circumstances or if this leave is time-sensitive, please let me know, and we can discuss whether any accommodations might be possible.

Your current leave entitlement remains [X] days, and I encourage you to submit a revised request at your earliest convenience.

Please feel free to schedule a meeting to discuss this further.

Regards,

[Manager's Name]

[Title]

[Department]

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