

[Date]

[Employee Name]

[Employee ID]

[Current Address]

Subject: Rejection of Request for Exemption from On-Site Work Requirement

Dear [Employee Name],

We have received and carefully reviewed your formal request to remain in your current location and be exempt from the company's updated on-site work requirement for your role in [Department Name].

After thorough consideration of your circumstances and the operational needs of the team, we regret to inform you that we are unable to approve your request. The position of [Job Title] has been designated as an on-site role requiring physical presence at our [Office Location] office effective [Date].

The company believes that on-site collaboration, face-to-face interaction, and immediate access to office resources are essential for the successful performance of this specific role and the overall productivity of the department.

As per our previous communications, the requirements for continued employment in this position are as follows:

- Relocation to within a commutable distance of [Office Location].
- Full attendance at the office starting [Date].

We understand that this decision may be difficult. If you are unable to meet these requirements by [Deadline Date], we will have to move forward with the offboarding process or consider your inability to relocate as a voluntary resignation from your position.

Please contact the Human Resources department by [Date] to confirm your intent to relocate or to discuss the next steps regarding your employment status.

Sincerely,

[Manager Name/HR Representative Name]

[Title]

[Company Name]