

[Date]

[Recipient Name]

[Recipient Title]

[Staffing Agency Name]

[Address]

Subject: Rejection of Request for Roster Removal - [Staff Member Name]

Dear [Recipient Name],

We are writing to formally respond to your request dated [Date] regarding the removal of [Staff Member Name] from the active staffing roster for the project [Project Name/Contract Number].

After reviewing the current contractual obligations and project requirements, we are unable to approve this removal request at this time. Our decision is based on the following reason(s):

- [Reason 1: e.g., Minimum staffing levels required by contract]
- [Reason 2: e.g., Critical phase of project completion]
- [Reason 3: e.g., Lack of a qualified replacement candidate]

Per the terms of our agreement, specifically section [Section Number], the provider is required to maintain the agreed-upon personnel until [Date or Milestone].

We remain open to discussing a transition plan once a suitable replacement has been identified and vetted, or once the current project phase is finalized. Please contact [Contact Name] at [Phone/Email] to discuss future scheduling.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]