

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Remote Work Request Outcome

Dear [Employee Name],

Thank you for submitting your formal request to work on a fully remote basis. We have carefully reviewed your proposal in relation to the requirements of your role as [Job Title] and our current departmental hybrid policy.

After thorough consideration, we are unable to approve your request for full-time remote work. Your position has been designated as a hybrid role, requiring a minimum of [Number] days per week in the office.

This decision is based on the following operational requirements that are incompatible with a fully remote schedule:

- The need for regular in-person collaboration and team brainstorming sessions.
- On-site requirements for [Specific Task/Project].
- The necessity of providing face-to-face support or supervision to [Staff/Clients].
- Access to secure physical files or specialized on-site equipment.

We value your contributions to the team and believe that the hybrid model provides the necessary balance for both individual flexibility and organizational effectiveness. We expect you to adhere to the standard hybrid schedule effective [Date].

If you have questions regarding this decision or wish to discuss the specific scheduling of your in-office days, please contact [Manager Name/HR Representative] by [Date].

Sincerely,

[Your Name]

[Your Title]

[Company Name]