

Date: [Date]

To: [Employee Name]

Job Title: [Employee Title]

Subject: Response to Remote Work Request

Dear [Employee Name],

Thank you for submitting your formal request to transition to a remote work arrangement. We have carefully reviewed your proposal in conjunction with your current job responsibilities and project assignments.

At this time, we are unable to approve your request for remote work. This decision is based on the specific requirements of our agreement with [Client Name].

The nature of your current role requires consistent on-site presence at the client's facility for the following reasons:

- Adherence to the client's mandatory on-site security and data privacy protocols.
- The requirement for immediate, in-person collaboration with the client's internal teams.
- Direct access to on-site hardware and proprietary systems that cannot be accessed remotely.
- Compliance with the specific "Work Location" clauses stipulated in our service contract with [Client Name].

Because your core duties are incompatible with remote work due to these client-mandated policies, your physical presence at [Location/Office Address] remains a requirement of your position.

We value your contributions to the team and appreciate your understanding of these operational constraints. If you have any questions regarding this decision, please feel free to reach out to [Name of Manager or HR Representative].

Sincerely,

[Your Name]

[Your Title]

[Company Name]