

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Response to Remote Work Request during Training Period

Dear [Employee Name],

Thank you for your request to work remotely. After reviewing your current status and the requirements of your role, we are unable to approve this request at this time.

As outlined in our company policy, all new hires and employees transitioning to new roles must complete a mandatory on-site training period. During this time, in-person collaboration, hands-on guidance, and immediate access to trainers are essential for successful onboarding and performance integration.

The on-site requirement for your position will remain in effect until [Date or Milestone Completion]. Once you have successfully completed this training phase, we can revisit your eligibility for remote work arrangements based on your performance and departmental needs.

We appreciate your understanding as we work to ensure you have the necessary support to succeed in your new responsibilities.

Sincerely,

[Your Name]

[Your Title]

[Company Name]