

[Date]

[Employee Name]

[Employee ID / Department]

Subject: Decision Regarding 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 the operational requirements of your role.

After a thorough assessment by our Security and Compliance departments, we regret to inform you that your request has been denied. This decision is based on the following factors:

- **Data Security Protocols:** Your role requires daily access to sensitive information that, under current company policy, must only be accessed via our secured internal hardware and encrypted on-site network.
- **Regulatory Compliance:** The nature of your tasks is subject to specific industry regulations that mandate strict physical oversight and audit trails that cannot be guaranteed in a residential environment.
- **Infrastructure Requirements:** The proprietary software and hardware security modules required for your position are not compatible with remote access gateways.

Maintaining the integrity of our data and ensuring full compliance with legal standards is a priority for the organization. Unfortunately, the security risks associated with performing these specific duties off-site exceed our current risk tolerance levels.

We value your contributions to the team and would like to discuss how we can continue to support your career growth within the office environment. If you have any questions regarding the specific compliance policies mentioned, please contact the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]