<date>

To: <employee name>

From: <supervisor name>

Re: Flexible Work Arrangement Request

Dear <name>,

Thank you for your interest in exploring the possibility of a flexible work arrangement. A successful long-term flexible work arrangement requires a high degree of mutual trust and ongoing communication to ensure optimal work productivity and performance.

Unfortunately, at this time, I cannot support the establishment of a flexible work arrangement. The primary factor in this decision was… (i.e. which section of the assessment identified the most significant challenges?). This creates a challenge because … (i.e. explain the why, linking it to the business reason for declining the request).

Please know that your request was fully explored and considered within the context of our larger unit.

If for some reason you feel additional information needs to be considered, please reach out to me for further discussion.

Respectfully,

<supervisor name>