

[Print on Company Letterhead and use company Name and Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

## Time off for study or training – Refusal

Dear <<Name of Employee>>,

Pursuant to your application for time off for study or training on <<date>> [and our meeting of <<date>>], we have considered your request.

I regret to inform you that your request has been refused. The grounds for this refusal are <<SELECT business reason(s)>> [The proposed study or training would be detrimental to the business or the performance of the Company; OR The burden of additional costs; OR Detrimental effect on ability to meet business commitments; OR Inability to re-organise work among existing staff; OR Inability to recruit additional staff; OR Detrimental impact on quality; OR Detrimental impact on performance; OR Insufficiency of work during the period of absence; OR Planned structural changes.]

This business reason applies because <<reason>>.

Please note that you have the right to appeal this decision. If you wish to appeal you should set out the grounds of appeal in a letter to me within 14 days of receiving this notice.

Please do not hesitate to contact me if you have any further queries.

Yours sincerely,

<<Name & Title>>