To,

Mr. XYZ,

[ Department / Organization’s Name]

Subject: Letter rejecting extended leave period.

Dear Mr./ Mrs./ Miss,

I hope this letter finds you in good health and are enjoying your leave period. I am writing this letter to inform you about our inability to accept your second leave for an extended duration. I am hopeful that you are fully aware of the rules that don’t allow me or any other head of the department to allow an employee with more than 15 days of leave unless there is a medical emergency. You have already had a two-week leave that has negatively impacted the department’s working capacity.

Your presence is being felt at every stage of our official affairs because your responsibilities in the office cannot be fulfilled by any of the other staff members with the same amount of precision.

I, therefore, request you to join back the office from the coming Monday after finishing the time period under your already accepted leave application.

I hope you will understand the official regulations and will abide by them too. Hope to see you on Monday.

Best regards,

XYZ.