

SOP: Notification to Employee of Approval or Denial Status

This SOP details the process for **notification to employee of approval or denial status**, including timely communication methods, documentation requirements, handling of appeals or queries, and maintaining confidentiality. The procedure ensures that employees are promptly informed about the outcome of their requests or applications, supporting transparency and effective record-keeping within the organization.

1. Purpose

To establish a standardized process for notifying employees of the approval or denial of their requests/applications and to define the associated documentation, escalations, and confidentiality controls.

2. Scope

This procedure applies to all employee requests/applications requiring formal approval, such as leave requests, training applications, or internal transfers.

3. Responsibilities

- **HR Department:** Issue notifications, document outcomes, and ensure confidentiality.
- **Supervisors/Managers:** Review and provide timely decisions on employee requests.
- **Employees:** Submit complete requests and respond to communications as necessary.

4. Procedure

1. Decision Finalization

- Manager/supervisor reviews the employee's request or application and decides on approval or denial.
- Decision is documented in the official system (e.g., HRMS, internal portal).

2. Preparation of Notification

- HR drafts a notification email/letter using the approved template ([see section 7](#)).

3. Timely Communication

- Notification must be sent to the employee within **3 business days** of the decision.
- Copy of the notification is saved in the personnel file.

4. Handling Appeals or Queries

- If the decision is denied, instructions for appeals or further queries are included in the notification.
- HR tracks and addresses employee responses in a timely manner.

5. Maintaining Confidentiality

- All notifications and related documents are treated as confidential.
- Access is restricted to authorized personnel only.

5. Documentation & Record Keeping

- Copies of all notifications (approval/denial) are stored electronically in the HR management system.
- All records are retained according to company policy and relevant regulations.

6. References

- Company Confidentiality Policy
- Record Retention Guidelines

- Appeals Process Documentation

7. Notification Template

Sample Notification Email/Letter	
Subject:	Notification of [Approval/Denial] â€” [Request Type]
<p>Dear [Employee Name],</p> <p>We have reviewed your request/application for [briefly specify request]. This is to inform you that your request has been [approved / denied].</p> <p><i>If approved:</i> Please proceed accordingly. Further instructions (if any): [Insert instructions].</p> <p><i>If denied:</i> The reason for denial is: [Briefly state reason, if applicable]. If you wish to appeal this decision or have any questions, please contact [HR contact person, email/phone] within [number] business days.</p> <p>This information is confidential and intended only for you.</p> <p>Regards, [HR or Manager Name] [Title/Department]</p>	

8. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial release	HR Department