

[Date]

[Employee Name]

[Employee ID]

[Address Line 1]

[Address Line 2]

Subject: Notification of Undue Hardship Regarding Transfer Request

Dear [Employee Name],

We are writing to formally respond to your request for a transfer to [Target Department/Location] as an accommodation for [Reason/Disability], which was received on [Date].

We have carefully reviewed your request and evaluated the availability of positions within the organization. After a thorough assessment of the operational requirements, budgetary constraints, and current staffing levels, we regret to inform you that we are unable to grant your request for a transfer at this time.

Granting this transfer would result in an undue hardship for the company due to the following reasons:

- [Reason 1: e.g., Lack of vacant positions for which you are qualified]
- [Reason 2: e.g., Significant disruption to the operations of the receiving department]
- [Reason 3: e.g., Financial burden or impact on service delivery]

Please be assured that this decision was made only after considering all possible alternatives. We remain committed to engaging in the interactive process with you to identify other potential accommodations that may allow you to perform the essential functions of your current role or other available opportunities.

We would like to schedule a meeting on [Date/Time] to discuss other possible options. Please contact [Contact Person Name] at [Phone Number/Email] to confirm your availability.

Thank you for your continued contributions to [Company Name].

Sincerely,

[Signature]

[Name of HR Representative/Manager]

[Title]

[Company Name]