Subject: Internal Transfer Application - [Job Title]

Dear [Employee Name],

Thank you for your interest in the [Job Title] position within the [Department Name] department. We appreciate your commitment to growing your career within the company.

After carefully reviewing your application and considering the current needs of the department, we have decided to move forward with another candidate at this time. This decision does not reflect negatively on your current performance or your standing within your existing team.

We encourage you to continue developing your skills in your current role and to apply for future internal opportunities that align with your career goals. We recommend discussing your professional development path with your current manager during your next 1-on-1 meeting.

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

Best regards,

[Your Name]
[Your Title]
[Company Name]