[Date]

[Employee Name]
[Current Department]
[Employee ID]

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 our company.

After carefully reviewing your application and current experience, we are unable to move forward with your transfer request at this time. Our decision is based on the specific required qualifications for this role, specifically regarding [mention specific missing qualification, e.g., technical certification, years of leadership experience, or software proficiency].

We value your contributions to the [Current Department] team and encourage you to continue developing your skills for future opportunities. We recommend discussing your career development goals with your current supervisor or exploring our internal training resources to help meet the requirements for future openings in this field.

Thank you for your understanding and for your continued hard work.

Best regards,

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