Date: [Insert Date]

To: [Employee Name]

Position: [Current Job Title]

Department: [Current Department]

Subject: Internal Transfer Request Status - [Target Position Name]

Dear [Employee Name],

Thank you for your interest in the [Target Position Name] role within the [Target Department]. We appreciate your desire to grow your career within our company.

After reviewing your application and consulting with leadership, we are unable to approve your transfer request at this time. This decision is based on the current critical retention needs and operational requirements of the [Current Department].

Your contributions to your current team are highly valued, and your presence is essential to maintaining our department's service levels and project deadlines during this period. As a result, we must prioritize staffing stability within your current role for the foreseeable future.

This decision is not a reflection of your performance or your qualifications for the new role. We encourage you to continue your professional development and to consider applying for internal opportunities again once the current staffing needs of our department have stabilized.

Thank you for your understanding and for your continued dedication to the team.

Sincerely,

[Your Name]
[Your Title]
[Current Department]