[Date]

[Employee Name]
[Current Job Title]
[Current Department]

Dear [Employee Name],

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

After a thorough review of your application and your internal performance records, we regret to inform you that we will not be moving forward with your transfer request at this time.

Our internal transfer policy requires candidates to be in good standing and meeting all performance expectations in their current role. Based on your recent performance evaluation and [mention specific area, e.g., attendance records/productivity metrics/disciplinary status], you do not currently meet the eligibility criteria for a transfer.

We encourage you to work closely with your current manager to address these performance areas. Once you have consistently met the required performance standards for a period of [Number] months, you may be eligible to apply for future internal opportunities.

Thank you for your continued contributions to your current team.

Sincerely,

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