[Date]

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

Subject: Notification of Transfer Request Status

Dear [Employee Name],

Thank you for your interest in the [Target Position] position within the [Target Department]. We have reviewed your application and your internal personnel file.

At this time, we are unable to approve your request for transfer. According to company policy, employees must be in good standing to be eligible for internal movement. Our records indicate that you currently have an active disciplinary status dated [Date of Action] regarding [Brief Category, e.g., Performance/Conduct].

Per our internal transfer guidelines, employees are ineligible to transfer until [Duration, e.g., six months] following the resolution of a disciplinary action or until the status is cleared.

We encourage you to focus on meeting the objectives outlined in your current corrective action plan. Once your disciplinary status is no longer active and you meet the eligibility requirements, we welcome you to apply for future internal opportunities.

If you have questions regarding your current status, please contact [HR Contact Name] in the Human Resources Department.

Sincerely,

[Sender Name]
[Title]
[Department Name]