Subject: Internal Transfer Request - [Department/Position Name]

Dear [Employee Name],

Thank you for your interest in the [Position Name] role within the [Department Name] department. We appreciate your desire to grow your career with us.

After carefully reviewing your application and current qualifications, we have decided not to move forward with your transfer request at this time. We are looking for candidates who possess specific experience in [Mention Skill or Area] that is essential for this particular role.

While this request was not successful, we strongly encourage your professional development. To help you prepare for future opportunities in this area, we recommend focusing on the following:

- Enrolling in [Specific Training or Certification]
- Seeking mentorship from the [Department Name] team
- Participating in upcoming workshops related to [Skill Name]

We value your contributions to the [Current Department Name] team and look forward to seeing your continued growth within the company. Please feel free to reach out to [Name/HR] if you would like to discuss a personalized development plan.

Best regards,

[Your Name]
[Your Job Title]