Date: [Date]

To: [Employee Name]

Current Position: [Current Job Title]

Department: [Current Department]

Subject: Internal Transfer Application - [Target Position Name]

Dear [Employee Name],

Thank you for your interest in the [Target Position Name] role within the [New Department Name] as part of our recent company restructuring.

We have carefully reviewed your application, skills, and experience in relation to the requirements of the new organizational structure. At this time, we regret to inform you that we will not be moving forward with your transfer request for this specific position.

This decision was difficult and is based on the specific alignment of technical requirements and the strategic needs of the restructured team. It does not reflect a lack of appreciation for your current contributions or your tenure with [Company Name].

Regarding your current status within the restructuring process:

- You will remain in your current role of [Current Job Title] until further notice.
- We encourage you to continue looking at future internal postings as the transition evolves.
- [Optional: Mention if a meeting with HR or a Manager is scheduled to discuss next steps].

We value your commitment to the company and thank you for your patience during this period of change. If you have any questions regarding this decision, please contact [Name of HR Representative].

Best regards,

[Sender Name]
[Sender Title]
[Company Name]