[Date]

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

Subject: Internal Transfer Request Outcome

Dear [Employee Name],

Thank you for expressing interest in the [Target Role] position within the [Target Department]. We appreciate your commitment to professional growth within the company.

After reviewing your application and consulting with Human Resources, we regret to inform you that we are unable to approve your transfer request at this time. This decision is based on specific internal policy constraints, specifically:

- [Insert Policy: e.g., Minimum tenure of 12 months in current role not met]
- [Insert Policy: e.g., Departmental headcount freeze or transfer quota reached]
- [Insert Policy: e.g., Requirement for "Meets Expectations" rating in the most recent review]

Please note that this decision is a result of current organizational guidelines and does not necessarily reflect your individual performance or long-term potential at [Company Name].

We encourage you to revisit this request once the policy requirements have been met. You are welcome to contact the HR Department if you require further clarification regarding the specific policy mentioned above.

Thank you for your continued contributions to your current team.

Sincerely,

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