Date: [Date]

To: [Employee Name]
Employee ID: [ID Number]
Current Department: [Current Department]

Subject: Internal Transfer Application - [Job Title]

Dear [Employee Name],

Thank you for your interest in the [Job Title] position within the [New Department] department. We appreciate your continued commitment to [Company Name] and your desire to grow your career with us.

After reviewing your application and the requirements for this specific role, we regret to inform you that we are unable to move forward with your transfer request at this time. This decision is based on the fact that this position is not eligible for visa or work authorization sponsorship.

As outlined in our internal hiring policy, candidates for this particular role must possess valid, permanent work authorization that does not require company sponsorship now or in the future. Unfortunately, your current work authorization status does not meet the specific criteria required for this vacancy.

Please note that this decision is specific to this role and does not impact your current standing in your existing position. We encourage you to continue exploring other internal opportunities that align with your current work authorization status.

Thank you for your understanding and for your ongoing contributions to the team.

Sincerely,

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