

[Date]

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

Subject: Rejection of Internal Transfer Request - [Position Name]

Dear [Employee Name],

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

After reviewing your application, I am writing to inform you that we are unable to process your request at this time because it was submitted after the established deadline of [Deadline Date].

Adhering to application timelines is necessary to ensure a fair and efficient selection process for all candidates. As the recruitment process for this specific role has already moved into the interview phase, we cannot accept late entries.

We encourage you to continue monitoring internal job postings and to apply for future vacancies that align with your skills and career goals. Please ensure that future applications are submitted within the specified timeframe.

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]