

[Date]

[Employee Name]

[Job Title]

[Current Department]

Subject: Internal Transfer Application - [Job Title of New Position]

Dear [Employee Name],

Thank you for your interest in the [Job Title] position within the [New Department] department and for participating in our interview process.

After careful consideration, we regret to inform you that we are unable to move forward with your application for this internal transfer at this time. As noted in the job description and discussed during your interview, this role requires a mandatory relocation to [New Office Location].

Based on our discussion regarding your unavailability or unwillingness to relocate to this specific site, we cannot fulfill your request for transfer. This role is strictly tied to that location to ensure operational efficiency and team collaboration.

We value your contributions to [Company Name] and encourage you to continue your current role in the [Current Department]. We also invite you to apply for other internal opportunities in the future that do not require relocation or are located within your current area.

Thank you for your understanding and for your continued dedication to the company.

Sincerely,

[Your Name]

[Your Title]

[Company Name]