

[Date]

[Employee Name]

[Current Job Title]

[Department]

Dear [Employee Name],

Thank you for your interest in the [Target Position Name] position within the [Target Department] department. We have carefully reviewed your application and qualifications for this lateral transfer.

After thorough consideration, we regret to inform you that we are unable to approve your transfer request at this time. This decision was based on [Reason: e.g., current department staffing needs / a requirement for different specialized experience / the selection of another candidate who more closely fits the role requirements].

Please note that this decision does not reflect negatively on your current performance or your standing within the company. We value your contributions to the [Current Department] team and encourage you to continue seeking professional development opportunities.

We appreciate your continued commitment to [Company Name]. If you have any questions regarding this decision, please feel free to reach out to your HR representative.

Sincerely,

[Your Name]

[Your Title]

[Company Name]