

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Internal Transfer Request Decision

Dear [Employee Name],

Thank you for submitting your request to transfer to the position of [Job Title] in the [Department Name] department.

After reviewing your application and considering the current operational needs of the company, we regret to inform you that your transfer request has been denied at this time.

This decision was based on the following reason(s):

- [Reason 1: e.g., High volume of work in your current department]
- [Reason 2: e.g., Another candidate's qualifications more closely matched the specific requirements]
- [Reason 3: e.g., Eligibility requirements regarding time in current role not yet met]

Please note that this decision does not reflect a negative evaluation of your performance in your current role. We appreciate your contributions to [Company Name] and encourage you to continue developing your skills for future internal opportunities.

If you have any questions regarding this decision, please contact [Name/Department] for further clarification.

Sincerely,

[Your Name]

[Your Title]

[Company Name]