

[Date]

[Employee Name]
[Current Job Title]
[Department]

Dear [Employee Name],

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

After carefully reviewing your application and evaluating the current needs of both your existing team and the prospective department, we are unable to approve your internal transfer request at this time.

This decision was based on [Brief Reason: e.g., current project requirements / specific skill set requirements for the new role / minimum tenure requirements]. This does not reflect negatively on your current performance or your future potential within the company.

We encourage you to continue developing your skills in your current role and to apply for future internal openings that align with your career goals. We value your contributions to the [Current Department] team and look forward to your continued success here.

If you have any questions regarding this decision, please feel free to reach out to me or your HR representative.

Best regards,

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