

[Date]

[Employee Name]

[Employee ID]

[Current Department]

Subject: Internal Transfer Application - [Target Department/Role]

Dear [Employee Name],

Thank you for expressing your interest in transferring to the [Target Department] for the position of [Target Role]. We appreciate your commitment to the company and your desire to grow professionally within the organization.

After carefully reviewing your application and considering the current operational needs of both your current department and the department you applied to, we are unable to approve your transfer request at this time.

This decision was based on [Reason: e.g., current department staffing requirements / a high volume of qualified applicants / specific skill set requirements for the new role].

Please note that this decision does not reflect negatively on your performance in your current role. We value your contributions to the [Current Department] and encourage you to continue developing your skills for future internal opportunities.

If you would like to discuss this decision or your career development path further, please feel free to reach out to your supervisor or the HR department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]