

[Date]

[Employee Name]
[Current Department]
[Employee ID]

Dear [Employee Name],

Thank you for submitting your request for a lateral transfer to the position of [Target Position Name] within the [Target Department] department.

After careful review of your application and current departmental needs, I am writing to inform you that we are unable to approve your transfer request at this time.

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

- [Insert reason, e.g., Current staffing requirements in your department]
- [Insert reason, e.g., Specific skill sets required for the new role]
- [Insert reason, e.g., Internal eligibility period not yet met]

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

If you have any questions regarding this decision or would like to discuss your career development path, please feel free to contact [Name/HR Representative].

Sincerely,

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