

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Response to Location Transfer Request

Dear [Employee Name],

Thank you for your formal request dated [Date] regarding your desire to transfer from our [Current Location] office to the [Requested Location] office.

We have carefully reviewed your request and evaluated the current operational requirements of your department. At this time, we regret to inform you that we are unable to approve your transfer request.

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

[Insert reason, e.g., Lack of available vacancies at the requested location / Critical project requirements at your current location / Specific team structure needs].

Please note that this refusal does not reflect on your performance or your value to the company. We appreciate your continued contributions at [Current Location]. Should a suitable position become available in the future or should business needs change, you are welcome to re-apply.

If you have any questions regarding this decision, please feel free to contact the Human Resources department.

Sincerely,

[Your Name]

[Your Title]

[Company Name]