

[Date]

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

Subject: Internal Transfer Request - [Position Name]

Dear [Employee Name],

Thank you for your interest in the [Position Name] role within the [Target Department]. We appreciate your commitment to professional growth and your desire to advance your career within our organization.

After a thorough review of your application and current departmental needs, we regret to inform you that we are unable to approve your transfer request at this time.

This decision was based on [Reason: e.g., current project requirements in your existing department / specific qualifications required for the new role / a more suitable candidate being selected].

Please note that this decision does not reflect your overall performance in your current role. We value your contributions to the [Current Department] and encourage you to apply for future internal opportunities as they become available.

If you would like to discuss this decision further or seek feedback for future applications, please contact [Name/HR Representative].

Sincerely,

[Your Name]  
[Your Title]  
[Your Department]