

[Date]

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

Subject: Internal Transfer Request for [Target Position Name]

Dear [Employee Name],

Thank you for 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 considering the current needs of the department, we regret to inform you that we are unable to approve your transfer request at this time.

This decision was based on [Brief 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 a lack of appreciation for your current contributions to the team. We value your work in your current role as [Current Job Title] and encourage you to continue developing your skills for future internal opportunities.

We recommend [Optional Action: e.g., discussing a professional development plan with your manager / applying again after six months].

Thank you for your understanding and for your continued dedication to the company.

Sincerely,

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