

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Response to Shift Transfer Request

Dear [Employee Name],

Thank you for your formal request dated [Date of Request] regarding a transfer from the [Current Shift Name] to the [Requested Shift Name].

After reviewing our current operational requirements and staffing levels, I regret to inform you that we are unable to approve your request at this time.

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

[Insert reason, e.g., No current vacancies on the requested shift / Need to maintain specific skill sets on your current shift / Seniority requirements].

We will keep your request on file should a vacancy arise in the future. Please feel free to contact the HR department or your supervisor if you have any questions regarding this decision.

Thank you for your continued hard work and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]