

[Date]

[Employee Name]

[Current Department/Branch]

[Employee ID]

Subject: Decision Regarding Voluntary Branch Transfer Request

Dear [Employee Name],

Thank you for submitting your request for a voluntary transfer from the [Current Branch Name] to the [Requested Branch Name]. We have carefully reviewed your application along with the current operational requirements of both locations.

At this time, we are unable to approve your transfer request for the following reason(s):

- [Reason 1: e.g., Lack of available vacancies at the requested location]
- [Reason 2: e.g., Critical staffing needs at your current branch]
- [Reason 3: e.g., Eligibility requirements not met at this time]

Please note that this decision does not reflect your performance or your standing within the company. We value your contributions to the [Current Branch Name] team and encourage you to apply for future openings as they become available and as business needs change.

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

Best regards,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]