

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Decision on Out-of-State Transfer Request

Dear [Employee Name],

Thank you for submitting your request on [Date] to transfer your current position to the state of [State Name]. We have carefully reviewed your proposal regarding the feasibility of this relocation.

After thorough consideration, we regret to inform you that your request for an out-of-state transfer has been denied at this time. This decision was based on the following reason(s):

- [Reason 1: e.g., Lack of business nexus/legal entity in the requested state]
- [Reason 2: e.g., Requirement for in-person attendance or local site visits]
- [Reason 3: e.g., Regulatory or tax compliance complexities]

Please note that this decision does not reflect your performance or your value to the team. Your current role remains based at [Current Location], and we look forward to your continued contributions from this office.

If you have questions regarding this decision or wish to discuss your future with the company, please contact [Name/Department] at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Company Name]