

[Date]

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

Subject: Internal Transfer Application - [Target Position/Location]

Dear [Employee Name],

Thank you for your interest in the [Target Position] at our [Location/Department] office. We appreciate your desire to grow within [Company Name] and your commitment to your professional development.

After carefully reviewing your application and considering current business requirements, we regret to inform you that we are unable to approve your transfer request at this time.

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

- [Reason 1: e.g., Current staffing needs within your existing department]
- [Reason 2: e.g., Qualification requirements for the new role]
- [Reason 3: e.g., Minimum time-in-role requirements not yet met]

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

If you would like to discuss this further or receive feedback on how to prepare for future openings, please feel free to contact [Manager Name/HR Representative].

We wish you continued success in your current position.

Sincerely,

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