

Employee Transfer Denial Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name] [Your Position]

Subject: Denial of Transfer Request

Dear [Employee's Name],

Thank you for your request for transfer to the [Insert Department/Location] dated [Insert Date of Request]. We appreciate your interest in pursuing this opportunity within our organization.

After careful consideration of your request and the current needs of the company, we regret to inform you that your transfer request has been denied at this time. This decision was made based on [brief reason for denial, e.g., departmental needs, budget constraints, etc.].

We value your contributions to our team and encourage you to continue demonstrating your skills in your current position. Should circumstances change in the future, we will be happy to revisit your transfer at that time.

If you have any questions or would like to discuss this further, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]