

Transfer Request Rejection Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

Thank you for your recent request for a transfer from [Current Department] to [Requested Department]. We appreciate your interest in exploring new opportunities within our organization.

After careful consideration of your request, we regret to inform you that we are unable to grant your transfer at this time. The decision was based on [brief reason, e.g., current staffing needs, qualifications required, etc.].

We encourage you to continue to excel in your current role and to discuss any future aspirations with your manager. Your dedication to your work is highly valued, and we look forward to your continued contributions to the team.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]