

# Transfer Application Outcome

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Company/School Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your recent application for transfer to [Target Department/Program Name] at [Company/School Name]. We have carefully reviewed your application, including your qualifications and reasons for the transfer.

Regrettably, we must inform you that your application has not been approved at this time. This decision was based on [brief reason for negative outcome, e.g., availability of positions, qualifications, etc.]. We encourage you to consider other opportunities within our organization.

We appreciate your interest in furthering your career with us and wish you every success in your future endeavors. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]