

# Transfer Application Refusal Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Department]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]

[Employee's Name]  
[Employee's Position]  
[Employee's Department]  
[Employee's Company]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Thank you for your recent application for a transfer to [Requested Position/Department]. After careful consideration, we regret to inform you that your request has been denied at this time. This decision was based on [briefly explain reasons, e.g., business needs, qualifications, etc.].

We appreciate your understanding and encourage you to continue your valuable contributions in your current role. Should you have any questions or wish to discuss this further, please do not hesitate to reach out.

Thank you for your dedication to [Company Name].

Sincerely,

[Your Name]  
[Your Position]  
[Your Department]  
[Your Company]