

Transfer Request Denial

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Transfer Request Denied

Dear [Employee Name],

Thank you for your recent request for a transfer to [desired position/location]. After careful consideration, we regret to inform you that your request has been denied.

The reason for this decision is [insert reason, if applicable, e.g., "due to the current staffing needs of our department" or "based on performance evaluations"]. We encourage you to continue your contributions to our team.

Please feel free to reach out to me if you would like to discuss this further or if you have any questions.

Thank you for your understanding.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]