

Dear [Employee's Name],

We hope this message finds you well. We appreciate your request for a transfer to the [desired position/department] submitted on [date of the request].

After careful consideration, we regret to inform you that your request for transfer has been disapproved at this time. The decision was made based on [brief explanation of the reason, e.g., current team needs, performance issues, etc.].

We understand that this may be disappointing for you. If you would like to discuss this matter further or explore other opportunities within the company, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]