

Transfer Request Outcome Denial

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Transfer Request Outcome

Dear [Employee's Name],

Thank you for your recent request to transfer to [Department/Position]. We appreciate your interest in furthering your career within our organization.

After careful consideration, we regret to inform you that your transfer request has been denied at this time. This decision was based on [briefly explain reason, e.g., business needs, qualifications, etc.].

We value your contributions to the team and encourage you to continue pursuing growth opportunities within your current role. Please feel free to discuss any further questions or concerns with me directly.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]