

Unfavorable Transfer Request Decision

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We appreciate your recent request for a transfer to [desired position/location] dated [date of request]. After careful consideration and review of your request, we regret to inform you that we are unable to approve the transfer at this time.

The reasons for this decision include [briefly outline reasons, e.g., operational needs, insufficient experience, etc.]. We value your contributions to [current department] and encourage you to continue to excel in your current role.

Thank you for your understanding. Should you have any further questions or wish to discuss this matter, please feel free to reach out to me directly.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]