

Transfer Inquiry Response

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

Thank you for your recent inquiry regarding your transfer request to [Destination Department/Location]. We appreciate your interest in pursuing new opportunities within our organization.

After careful consideration, we regret to inform you that your transfer request has not been approved at this time. This decision was made based on [brief reason, if applicable, e.g., "current departmental needs" or "performance criteria"].

We encourage you to continue your efforts and explore other potential opportunities within the organization in the future. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]