

# Transfer Request Update

Dear [Employee's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your recent transfer request submitted on [Submission Date].

After careful consideration and review of your request, we would like to inform you that your transfer to [New Department/Location] is currently under evaluation. We appreciate your patience as we complete this process and ensure that the transition is smooth for all parties involved.

We anticipate having a final decision by [Expected Decision Date]. In the meantime, please feel free to reach out if you have any questions or require further information.

Thank you for your understanding and continued professionalism.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]