

# Internal Transfer Job Offer Rejection

Date: [Insert Date]

Dear [Manager's Name],

Thank you very much for offering me the opportunity to transfer to the [Insert Position Name] position in the [Insert Department Name]. I genuinely appreciate your confidence in my abilities and the potential you see in me.

After careful consideration, I have decided to decline the internal transfer offer at this time. This decision was not made lightly, as I value my current role and the projects I am involved in. I believe that staying in my current position will allow me to continue contributing to our team's goals effectively.

Thank you once again for your understanding, and I look forward to continuing to work together in my current capacity. Please let me know if there's anything else I need to address during this process.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]