

21 January 2020

To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra - 400325
1234567890

Subject: Transfer Rejection Letter

Dear Mr. Shyam Modi,

With reference to your transfer request submitted on **01-02-2020** for the post of **Senior Accountant** in **Accounts** Department at our **Pune** Office, we are happy that you came forward and requested for this transfer.

Your excellent performance and dedication towards your work are highly appreciable and you have always done result oriented work and performed well.

We regret to inform you that unfortunately at this moment we have to reject your transfer request.

Reason for Rejecting Transfer:

Your application was submitted late and the management has already recruited another candidate for the post.

We hope that you will understand our difficulties in agreeing to this transfer. We also appreciate your time given to the company and look into your transfer request in the near future.

We request you to continue working on your current post until we are able to find a feasible solution.

Thanking you.

For
ABC PQR Ltd

Mr. S.K. Venkatraman
HR Manager