

Polite Decline Letter for Internal Transfer

Subject: Declining Internal Transfer Offer

Dear [Manager's Name],

Thank you for considering me for the internal transfer to [New Department/Role]. I appreciate the confidence you have shown in my abilities.

After careful consideration, I have decided to remain in my current role. I value my position here and look forward to contributing in my current capacity.

Thank you for your understanding.

Best regards,

[Your Name]

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