

Date: [Insert Date]

Dear [Employee Name],

Thank you for expressing your interest in the recent [Job Title] promotion and for taking the time to submit your application. We appreciate your commitment to your role and your continued contributions to the organization.

After careful consideration of all applicants, we have decided to move forward with another candidate for this position. This decision was based on several factors, including [brief mention of criteria, e.g., specific experience or skills relevant to the new role]. Please know that this was not an easy choice considering your valuable role within our team.

We want to acknowledge the positive impact you have made, particularly in [mention specific achievements or positive traits]. Your dedication and professionalism are highly regarded, and we encourage you to continue developing your skills and expressing your ambitions.

I would be happy to discuss ways you can further grow within the organization, including prospective training or mentorship opportunities, and to support you in reaching your career goals.

Thank you again for your ongoing effort and enthusiasm. We look forward to your continued contributions and success.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]