

# Sample Letter: Declining Promotion Request Due to Lack of Experience

[Date]

[Employee Name]

[Employee Position]

[Department]

[Company Name]

Dear [Employee Name],

I would like to express my sincere appreciation for your interest in the recent promotion opportunity within [Department/Company Name]. Your commitment to your current role and your desire to take on additional responsibilities are truly valued by our leadership team.

After careful consideration, I regret to inform you that we will not be able to move forward with your promotion request at this time. While we recognize the skills and dedication you bring to your position, we believe that further experience and development in your current role is necessary to ensure long-term success in a more advanced position.

I encourage you to continue demonstrating the strong work ethic and positive attitude that you have consistently shown. We are confident that, with additional experience and continued professional growth, you will be well-prepared for future advancement opportunities.

Please know that this decision is not a reflection of your potential, but rather a step in supporting your long-term career progression. I would welcome the opportunity to discuss areas for development and provide guidance on how you can further enhance your skills to achieve your career goals.

Thank you for your understanding and continued contributions to our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]