

HR Rejection Response Template for Promotion Consideration

This **HR rejection response template for promotion consideration** provides a professional and empathetic way to communicate to employees who have been considered for a promotion but were not selected. The template helps maintain employee morale by acknowledging their efforts, offering constructive feedback, and encouraging continued growth and development within the organization. It is designed to ensure clarity, respect, and transparency in the promotion decision process while fostering ongoing employee engagement and motivation.

Subject: Outcome of Promotion Consideration

Dear [Employee Name],

Thank you for expressing interest in the [Position Title] position and for participating in the selection process. We appreciate the hard work, dedication, and contributions you have consistently demonstrated in your current role.

After careful consideration and review of all applicants, we regret to inform you that you were not selected for the promotion at this time. This decision was not easy, given your valuable skills and the positive impact you have made on our team. Ultimately, we selected a candidate whose qualifications more closely aligned with the specific requirements of this particular role.

We recognize your commitment and the strengths you bring to the organization. We encourage you to continue to pursue professional development opportunities and we are here to support your growth. If you would like, we can arrange a meeting to provide constructive feedback and discuss ways to further develop your skills for future opportunities.

Thank you again for your continued efforts and dedication. We appreciate your contributions to [Company Name], and we look forward to seeing your ongoing growth and achievements.

Sincerely,

[HR Representative Name]

[Title/Position]

[Company Name]