

Subject: Promotion Request – Decision Update

Dear [Employee Name],

Thank you for your interest in advancing your career with [Company Name] and for the hard work and dedication you consistently demonstrate. We appreciate the initiative you have shown by applying for the [Position Title] role.

After careful consideration of your application and a thorough review of the requirements for the position, we regret to inform you that we are unable to move forward with your promotion request at this time.

This decision was not made lightly. While we highly value your contributions and recognize your potential, we have determined that there are certain required skills and experiences for the [Position Title] that you are still in the process of developing. We encourage you to continue your excellent performance in your current role, and we would be more than happy to support your professional growth through additional training and mentorship opportunities.

We are confident that with continued dedication, you will be a strong candidate for future promotional opportunities. Please let us know if you would like to discuss specific areas for development or receive feedback that may support your career progression.

Thank you for your understanding, and we look forward to your continued valuable contributions to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]