

Date: [Insert Date]

To: [Applicant's Name]  
[Applicant's Job Title]  
[Department]

Dear [Applicant's Name],

Thank you for your interest in the recent [Job Title] promotion opportunity and for the time and effort you invested in the application and interview process. We appreciate your dedication and your valuable contributions to the [Department/Company Name].

After careful consideration of all applicants, we regret to inform you that you were not selected for the position at this time. This decision was not easy, as your qualifications, performance, and achievements have been highly regarded.

We encourage you to continue your strong performance and to consider future opportunities for advancement. To support your professional growth, we would be happy to provide you with feedback on your application and suggest areas for development that may strengthen your candidacy in the future. Please feel free to schedule a meeting if you would like to discuss this further.

We value your ongoing commitment and look forward to your continued contributions to the team. Thank you again for your ambition and dedication to your career at [Company Name].

Sincerely,  
[Your Name]  
[Your Job Title]  
[Department/Company Name]