

# Response to Employment Role Advancement Request

Dear [Employee's Name],

Thank you for your recent request regarding advancement to the [Specific Role] position. We appreciate your interest in furthering your career with us and your dedication to our team's success.

After careful consideration of your request and reviewing your current performance and growth opportunities within our organization, we have decided not to proceed with your advancement at this time.

This decision is based on [brief reason for denial, e.g., "the need for additional skills and experience in specific areas"]. We encourage you to continue developing your capabilities and to pursue any training or mentorship opportunities that may help you prepare for future advancements.

Please feel free to reach out to your manager or HR if you have any questions or if you would like to discuss your career development plan further.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]