

Job Elevation Request Outcome Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We would like to inform you about the outcome of your recent job elevation request.

After careful consideration and review, we regret to inform you that your request for elevation to the position of [Desired Position] has not been approved at this time. This decision was based on [brief reason if applicable, e.g., company policy, performance metrics, etc.].

We value your contributions to the team and encourage you to continue your exceptional work. We invite you to discuss this matter further during your next performance review, where we can explore potential paths for growth and development within our organization.

Thank you for your understanding. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]