

Job Promotion Denial Explanation

Date: [Insert Date]

Employee Name: [Employee's Name]

Employee Position: [Employee's Position]

Dear [Employee's Name],

Thank you for your interest in the [Position Title] position. We appreciate your ongoing contributions to our team and your dedication to the company.

After careful consideration, we regret to inform you that we have decided not to move forward with your promotion at this time. This decision was not made lightly, and we took into account various factors, including [insert reasons such as qualifications, departmental needs, competition, etc.].

We want to encourage you to continue developing your skills, and we would be happy to discuss a development plan that could enhance your qualifications for future opportunities.

Thank you again for your hard work and commitment to our team. We are grateful to have you with us and look forward to your continued contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]