

## **Subject: Leadership Role Advancement Status**

Dear [Employee's Name],

Thank you for your interest in the leadership role within our organization. We commend your hard work and dedication.

After careful consideration, we regret to inform you that we are unable to offer you the advancement to the leadership position at this time. This decision was based on [specific reasons such as skills fit, company needs, etc.].

We recognize your valuable contributions and would like to encourage you to continue developing your skills. We believe that with further growth and experience, you could be a strong candidate for future opportunities.

Please feel free to reach out if you would like to discuss this matter further or seek feedback on areas for development.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]