

Promotion Request Denial

Dear [Employee's Name],

Thank you for your recent request for promotion to [Position]. We appreciate your contributions to our team and the hard work that you put into your role.

After careful consideration, we are unable to grant your promotion at this time. While your performance has been commendable, we believe that there are areas for improvement that would better position you for future opportunities. Specifically, we encourage you to focus on:

- Enhancing your leadership skills through [specific training or initiatives].
- Improving collaboration with team members, particularly in [specific projects or tasks].
- Taking on more complex responsibilities to demonstrate your capability in handling higher-level tasks.

We value your hard work and dedication to our organization, and we believe that with continued development in these areas, you will be a strong candidate for promotion in the future.

Please feel free to reach out to discuss this feedback in more detail. We are here to support you in your career growth.

Best regards,

[Your Name]

[Your Position]

[Company Name]