

# Promotion Denial Letter

Dear [Employee's Name],

RE: Promotion Denial

I hope this letter finds you well. I am writing to inform you that, after careful consideration and evaluation, your recent request for a promotion within [Your Company/Organization] has been denied. I understand that this news may be disappointing to you, and I want to assure you that this decision was not made lightly.

Our decision was based on a thorough review of several factors, including your performance, skills, qualifications, and the current needs and priorities of the company. While we recognize your dedication and hard work, we have determined that promoting you at this time would not align with the company's objectives and organizational structure.

Please know that this decision does not reflect any inadequacy on your part. We value your contributions and the effort you put into your work. However, due to various circumstances and constraints, we have determined that other candidates possess the necessary skills and experience required for the position in question.

We encourage you to continue working diligently and taking advantage of professional development opportunities to enhance your skills and qualifications. We believe that your commitment and expertise will undoubtedly contribute to your future growth within the company.

Furthermore, we are open to discussing your career aspirations and goals during a one-on-one meeting, where we can provide feedback and guidance on areas for improvement and advancement within the organization. Our aim is to support your professional growth and help you reach your potential.

Please feel free to reach out to [Supervisor's Name], your immediate supervisor, to schedule a meeting at your convenience. They will be available to discuss your career progression, answer any questions you may have, and provide guidance on the next steps.

Once again, we appreciate your hard work and dedication to [Your Company/Organization]. We

remain committed to fostering a work environment that recognizes and rewards employee accomplishments, and we encourage you to pursue future opportunities for growth and advancement.

Thank you for your understanding, and we look forward to supporting your continued success at [Your Company/Organization].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization]