

Formal Promotion Denial Letter

Subject: Notification Regarding Promotion Decision

Dear [Employee's Name],

After careful consideration of your application for the [position name] role, we regret to inform you that you have not been selected for the promotion at this time. This decision was reached after reviewing performance metrics, organizational requirements, and the qualifications of all applicants. Please know that this outcome does not diminish the value of your contributions to the team. We encourage you to continue building your skills, as there will be opportunities in the future where your candidacy may be stronger.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

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