

Professional Encouraging Promotion Denial Letter

Subject: Promotion Outcome

Dear [Employee's Name],

Thank you for your interest in the recent promotion opportunity. We appreciate your application and commitment to your role. However, after a comprehensive review, we have chosen another candidate for the position.

This does not reflect negatively on your performance, as your work has been consistently valuable. We encourage you to take this as an opportunity to further develop leadership skills and competencies, and we will gladly support you with training and mentorship.

Your growth in the organization remains a priority, and we look forward to seeing your continued success.

Warm regards,

[Your Name]

[Your Position]

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