

Certainly! Here is a simple example:

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Subject: Feedback on Your Recent Promotion Request

Dear [Employee's Name],

Thank you for submitting your request for promotion. We truly appreciate your hard work and dedication to your role. After careful consideration, we have decided not to proceed with your promotion at this current time. I want to assure you that this decision was not made lightly. While you have demonstrated strong performance in several areas, we have identified a few key areas for growth that will position you even better for future opportunities. These include [specific areas to work on], where developing your skills further will greatly enhance your contribution and career progression.

We are committed to supporting your professional growth and would like to work with you on a development plan to address these areas. We are confident that with your determination and effort, you will be well-prepared for future opportunities.

Please feel free to reach out if you would like to discuss this in more detail or if you have any questions. We value you as a vital part of our team and look forward to supporting your career journey.

Best regards,

[Your Name]

[Your Position]