

Certainly! Here's a simple example:

---

Dear [Employee's Name],

Firstly, I want to express my heartfelt gratitude for your hard work and dedication to our team. Your efforts have not gone unnoticed, and we truly appreciate everything you contribute to our success.

After careful consideration, we have decided not to move forward with a promotion for you at this time. This decision was not easy, as we acknowledge your skills and potential.

We believe that there are still exciting opportunities for growth and development ahead. We would love to support you in setting new goals and finding ways to enhance your skills further. Let's work together to create a path that advances your career and aligns with our vision.

Thank you for your understanding, and please know that we are committed to your future success.

Warm regards,

[Your Name]