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Dear [Employee's Name],

I hope this message finds you well. I want to express my genuine appreciation for the hard work and commitment you bring to your role every day. Your contributions to our team are highly valued and integral to our success.

After reviewing your recent request for a promotion, I wanted to have an open conversation with you. While your performance has been impressive, at this moment, we have decided not to move forward with your promotion request. This decision was not made lightly and is part of an effort to ensure readiness for the responsibilities that come with the new role. I am committed to supporting your career growth, and I'd like us to work together to develop a personalized development plan. This would help focus on building certain skills and experiences that will further strengthen your candidacy for future opportunities. Let's schedule some time to discuss this in more detail so we can set concrete goals and timelines.

Thank you for your understanding and continued dedication. I am confident that with the right focus and support, you will be well-prepared for future challenges and opportunities.

Best regards,

[Your Name]