

Certainly!

---

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to express my appreciation for the hard work and dedication you bring to our team every day. You are a valued member of our organization, and your contributions do not go unnoticed.

After carefully considering your request for a promotion, we have decided not to proceed with it at this time. This decision is not a reflection of your abilities or potential but rather a matter of aligning current opportunities with our organizational needs.

We believe in your capacity for growth and want to support your career development. To that end, we would be delighted to work with you on a development plan that focuses on enhancing your skills further. This plan will help position you for future opportunities as they arise.

We're excited to continue supporting your growth and look forward to seeing how you continue to excel here. Please feel free to reach out to me directly if you have any questions or if there's any way we can support your career journey.

Thank you for your understanding and your ongoing commitment to our team.

Best regards,

[Your Name]

[Your Position]