

Certainly. Here is a simple example:

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Dear [Employee's Name],

Thank you for taking the time to discuss your career aspirations with me. I truly appreciate your dedication and the efforts you have shown in your current role. Your initiative and enthusiasm are commendable.

After carefully reviewing the requirements and the current needs of the team, we have decided not to move forward with your promotion request at this time. It's important to note that this decision does not reflect negatively on your capabilities, but rather aligns with our current organizational structure and strategic goals.

I see great potential in you, and I believe there are several areas where you can further develop your skills to better position yourself for future opportunities. I am committed to supporting your growth and would be happy to work with you to identify specific goals and training that can help you advance.

Let's meet to discuss a development plan that not only aligns with your career aspirations but also enhances your strengths. I am confident that with continued dedication and development, you will be ready for new challenges and opportunities in the near future.

Thank you again for your continued hard work and contributions to the team. Your efforts do not go unnoticed.

Best regards,

[Your Name]