

Subject: Promotion Request Outcome

Dear [Employee's Name],

I hope this message finds you well. I wanted to discuss your recent request for promotion. First, I want to express my appreciation for your hard work and the contributions you've made to our team. Your dedication and skills are truly valued.

After careful consideration, we have decided not to move forward with your promotion at this time. This decision was not made lightly, and it's important to know that this is not a reflection of your abilities or potential. There are a few areas we believe need further development before we can proceed.

We are committed to supporting your growth and will provide detailed feedback and a development plan to help you reach your goals. Please let me know a convenient time for us to go over this together.

Thank you for your understanding and for being a vital part of our team.

Best regards,

[Your Name]

[Your Position]