

[Opening]

Hello [Employee's Name],

First of all, I want to express my gratitude for your hard work and dedication to our team. Without a doubt, your contributions have made a significant impact on our success, and I truly respect and value your efforts.

[Rejection Statement]

After careful consideration of your request for promotion, we have decided not to move forward with it at this time. This decision is not a reflection of your abilities or potential but is influenced by a variety of factors, including current organizational needs and available opportunities.

[Motivational-Resilient Tone]

I want to assure you that this is not the end of your career progression but rather a stepping stone that can lead to further growth. You have demonstrated incredible skills that show great promise, and this moment is an opportunity to enhance those even further.

[Encouragement for Growth]

I encourage you to see this as a chance to focus on skill development, seek feedback, and perhaps explore different areas that can enrich your role here. Let's work together to set clear goals and create a plan that will punctuate your strengths and open the door to future opportunities.

[Closing]

Thank you once again for your hard work and commitment. I am here to support you in your journey and am excited to see how you will continue to contribute to our team. Let's continue this conversation and work towards your aspirations.

Warm regards,

[Your Name]