

Certainly! Here's a simple example:

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Hello [Employee's Name],

I hope this message finds you well. I want to start by expressing my appreciation for the hard work and dedication you bring to our team. Your efforts have not gone unnoticed, and it's clear that you have a strong commitment to your role and our company's goals.

We recently evaluated the candidates for promotion, and while you have demonstrated impressive skills and growth, we have decided to move forward with another candidate for this opportunity. This decision was not an easy one, as you are a valued member of our team.

This does not diminish the incredible progress you've made and your potential for future advancement. We are committed to supporting your professional development and are eager to work together on creating a path toward your career goals. Let's set up a time to discuss how we can assist in further developing your skills and preparing for future opportunities.

Thank you for your understanding and for the continued contributions you bring to our team. I am confident that your time will come, and I look forward to supporting your journey towards it.

Best regards,

[Your Name]