

Ladies and Gentlemen,

I want to take a moment to discuss a matter of great importance to our team - promotions. As you know, promotions are a recognition of our growth, efforts, and achievements within the organization. However, they also require careful consideration and alignment with our company's goals and values.

Recently, I had the opportunity to review a promotion request that, after thorough evaluation, was not approved. It's important for us to reflect on the reasons behind such decisions, not as a critique, but as a learning opportunity for future growth.

In assessing the request, it became clear that the core competencies required for the new role were not yet fully demonstrated. This doesn't diminish the hard work and progress that has been shown - far from it. It highlights areas where further development is possible and necessary.

Achieving proficiency in these areas will not only pave the way for advancement but will also enhance our team's collective strength.

Let's use this experience constructively. Together, I'm confident we can create a developmental plan that focuses on building the needed skills and achieving these goals. I am here to support and guide that journey. Your dedication and potential are not unnoticed, and I look forward to witnessing and partaking in your continued success and advancement. Thank you for your understanding and commitment to excellence.

Warm regards,

[Your Name]