

Heartfelt Promotion Denial Letter

Subject: Regarding Your Promotion Application

Dear [Employee's Name],

This letter is to inform you that your application for the [position name] has not been successful. We understand that this may come as a disappointment, as you have put in great effort and shown strong commitment to your role.

Your dedication to the organization is appreciated, and we would like to reassure you that this decision is not a reflection of your overall capabilities. Sometimes, such choices are guided by timing and organizational needs more than individual merit.

Please continue your excellent work, and rest assured that we will consider you for future opportunities.

Sincerely,

[Your Name]

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