

Promotion Denial with Feedback

Subject: Promotion Application Update

Dear [Employee's Name],

Thank you for your interest in the [position name] promotion. After review, we regret to inform you that your application has not been successful. This decision was based on specific criteria, such as [examples: leadership experience, technical expertise, or project management skills].

We encourage you to work on these areas and would be happy to provide additional support through training or mentorship. Your dedication to the company is highly valued, and with further development, we believe you will be a strong candidate for future opportunities.

Kind regards,

[Your Name]

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