

Promotion Denial with Assurance

Subject: Promotion Application Outcome

Dear [Employee's Name],

We regret to inform you that you were not selected for the [position name] promotion. This decision was not easy, as your performance has been excellent, and your potential is recognized.

We want to assure you that future opportunities will be available, and we see you as a strong candidate for leadership roles ahead. Continue with your hard work and growth, and we will be glad to consider you again.

Thank you for your contribution.

Sincerely,

[Your Name]

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