

Official Promotion Denial Letter

Subject: Promotion Decision Notification

Dear [Employee's Name],

This letter serves to inform you that you were not selected for the promotion to [position name]. The decision was reached after reviewing all applications against organizational needs and requirements.

We value your service and commitment, and we encourage you to maintain your excellent performance. We will continue to keep you in consideration for future openings.

Sincerely,

[Your Name]

[Your Position]

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