

21 January, 2020

To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra - 400325
1234567890

Subject: Promotion Rejection Letter

Dear **Mr. Shyam Modi**,

With reference to your promotion request submitted on **01-02-2020** for the post of **Senior Accountant** in **Accounts** Department at our **Pune** Office, we are happy that you came forward and requested for your promotion.

Your excellent performance and dedication towards your work are highly appreciable. You have worked hard and provided best results to complete the given tasks.

We regret to inform you that unfortunately at this moment we have to reject your promotion request.

Reason for Rejecting Promotion:

The position is not vacant yet and two same positions cannot exist in the same department.

You are a deserving person and you ought to have a promotion to get motivated and perform even better.

We management has taken notice of your capabilities and will consider your request in near future. As of now please accept the rejection letter for your promotion.

Thanking you.

For
ABC PQR Ltd

Mr. S.K. Venkatraman
HR Manager