

[Date]

[Employee Name]

[Current Job Title]

[Department]

Subject: Regarding Your Promotion and Relocation Offer

Dear [Employee Name],

Thank you for your recent communication regarding the offer for promotion to the position of [New Executive Title] in [New Location]. We appreciate the time you took to consider this opportunity and for sharing your concerns regarding relocation.

We understand that moving to a new city is a significant personal decision. However, as discussed during the selection process, the physical presence of the [New Executive Title] at our [New Location] office is essential for the strategic leadership and operational requirements of that region.

Because the promotion is contingent upon your relocation to [New Location], and you have expressed that you are unwilling to relocate at this time, we regret to inform you that we are unable to move forward with your appointment to this executive role.

Please be assured that this decision is based solely on the geographic requirements of the position. We value your contributions to the company and you will remain in your current role as [Current Job Title] under your existing terms of employment.

Thank you for your continued dedication to [Company Name].

Sincerely,

[Name]

[Title]

[Company Name]