

Declined Promotion Offer

Date: [Insert Date]

Recipient Name
Recipient Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I would like to express my gratitude for the promotion offer to [Position Title] that I received on [Date of Offer]. It is truly an honor to be considered for this role within our organization.

After careful consideration, I have decided to decline the offer at this time. This decision was not made lightly, as I have great respect for the company and my colleagues. However, I believe it is in my best interest to continue in my current role.

I would like to thank you once again for the opportunity and your understanding of my decision. I look forward to continuing my contributions to the team and the company.

Sincerely,

[Your Name]
[Your Job Title]
[Your Contact Information]