

# Letter of Decline for Career Progression

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my decision regarding the recent opportunity for career progression that was presented to me. After careful consideration, I have decided to decline the offer for [specific position or promotion].

This decision was not made lightly, as I greatly value the support and opportunities provided by [Company's Name]. However, I believe that it is in my best interest at this time to focus on my current responsibilities and to continue developing my skills in my current role.

I appreciate the faith you have shown in my abilities and the consideration given to me for this position. I am committed to contributing to our team's success and look forward to continuing my professional relationship with you and the organization.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]