

Subject: Job Promotion Rejection

Dear [Employer's Name],

I hope this message finds you well. I want to take a moment to express my gratitude for considering me for the [specific position] promotion within our company. It is an honor to be recognized for my contributions.

After careful consideration, I have decided to decline the promotion at this time. This decision was not made lightly, as I have always valued our team's vision and goals. However, I believe that [brief reason, if desired, e.g., "I need to focus on my personal commitments at this moment."]

I appreciate the trust and confidence you have placed in me, and I look forward to continuing my current role and contributing to our team's success. Thank you once again for this opportunity.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]