

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Thank you very much for considering me for the [specific promotional opportunity] within [Company's Name]. I truly appreciate the confidence you have shown in my abilities and your support throughout my time here.

After careful consideration, I have decided to decline the offer. While I am flattered by the opportunity, I believe that this is not the right time for me to take on additional responsibilities.

I hope to continue contributing positively to the team in my current role and look forward to future opportunities for growth.

Thank you once again for your understanding.

Sincerely,

[Your Name]