

Rejection of Promotional Role

Date: [Insert Date]

Dear [Manager's Name],

Thank you for considering me for the [Position Title] position. I appreciate the opportunity to discuss this role further.

After careful consideration, I have decided to decline the promotion at this time. This decision was not easy, as I value the trust you have placed in me and the support I have received from the team.

I believe my current role aligns best with my professional goals and personal circumstances at the moment. I am committed to continuing my contributions to our team and supporting our shared objectives.

Thank you once again for your understanding and support. I look forward to continuing to work together.

Sincerely,

[Your Name]

[Your Current Position]