

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Manager's Name],

Thank you very much for considering me for the promotion to [Position Title]. I truly appreciate the confidence you have shown in my abilities and the recognition of my contributions to the team.

After careful consideration, I have decided to decline the promotion at this time. While I am grateful for the opportunity, I believe it is in my best interest to remain in my current role, where I can focus on my personal and professional development.

I am committed to continuing my work with the team and contributing to our objectives. I hope to have the opportunity to advance in the future when I feel more prepared.

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

Sincerely,  
Your Name