

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],

I hope this message finds you well. I am writing to formally express my gratitude for the recent opportunity to be considered for the [specific position] within our company. It is an honor to be recognized for my contributions and to have the chance to take on further responsibilities.

After careful consideration, I have decided to decline the promotional opportunity at this time. This was not an easy decision to make, as I have great respect for the team and the work we do together. However, I believe that I am currently in the best position to contribute in my current role and focus on [brief explanation, e.g., personal reasons, current projects, etc.].

Thank you once again for the consideration and support. I look forward to continuing to work together and to contribute to our team's success.

Sincerely,

Your Name