

Letter of Declining Promotion Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I want to express my sincere gratitude for offering me the promotion to [position title] within [Company's Name]. It is indeed an honor to be considered for this role.

After careful consideration, I have decided to decline the offer. This decision was not easy, as I am truly committed to the team and the work we do. However, I have concluded that this is not the right time for me to take on additional responsibilities.

I appreciate your understanding and support in this matter. I look forward to continuing to contribute to the team in my current capacity and hope to explore growth opportunities in the future.

Thank you once again for your consideration.

Sincerely,

[Your Name]