

Dear [Manager's Name],

I hope this message finds you well. I would like to express my sincere gratitude for considering me for the [specific position] promotion. It is an honor to know that my contributions have been recognized.

After careful consideration, I have decided to respectfully decline the promotion offer at this time. This decision was not made lightly, as I hold my role and the team in high regard. However, I believe that it is in my best interest to continue focusing on my current responsibilities.

I am committed to the success of our team and will continue to work diligently in my current position. Thank you once again for your understanding and support. I look forward to continuing to contribute to our shared goals.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]