

Dear [Manager's Name],

Thank you for considering me for the role enhancement opportunity within the [specific department or team] and for the confidence you have shown in my abilities.

After careful consideration, I have decided to decline the offer at this time. While I appreciate the potential growth this role presents, I believe it would be in my best interest to continue developing my skills in my current position.

I am grateful for the support and opportunities I have received at [Company Name] and I look forward to contributing to our team's success in my current capacity.

Thank you once again for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]