

Subject: Thank You for the Promotion Invitation

Dear [Manager's Name],

I hope this message finds you well. I would like to express my gratitude for considering me for the promotion to [Position Title]. This means a lot to me, and I appreciate your confidence in my abilities.

After careful consideration, I have decided to respectfully decline the promotion at this time. I believe it is in my best interest to focus on my current responsibilities and continue developing my skills before taking on new challenges.

Thank you once again for your understanding and support. I look forward to continuing to contribute to our team's success.

Sincerely,
[Your Name]