

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

Thank you for offering me the upgrade to [Position Title] within [Company Name]. I sincerely appreciate the confidence you and the team have shown in my abilities and the opportunity to advance my career.

After careful consideration, I have decided to decline the upgrade at this time. While I am grateful for the offer, I believe that remaining in my current role as [Current Position] aligns better with my personal and professional goals for the foreseeable future.

Thank you once again for your understanding and support. I am looking forward to continuing to contribute to the team in my current capacity and hope to explore future opportunities for growth.

Warm regards,

Your Name