

Letter of Refusal for Higher Position

Dear [Manager's Name],

I hope this message finds you well. I want to sincerely thank you for considering me for the [specific position] at [Company Name]. It is truly an honor to be recognized for my contributions to the team.

After careful consideration, I have decided to respectfully decline the offer. I believe that the timing is not right for me to take on such a role due to [brief reason]. I would like to focus on my current responsibilities and continue to contribute effectively in my current position.

Thank you once again for your understanding and for the opportunity. I look forward to continuing to work together and contributing to our team's success.

Warm regards,

[Your Name]

[Your Current Position]