

Dear [Manager's Name],

I hope this message finds you well. I want to take a moment to express my gratitude for considering me for the advancement opportunity as [Position Title]. It is truly an honor to be recognized for my contributions to the team.

After careful consideration, I have decided to decline the opportunity at this time. This decision was not easy, but I believe it is in my best interest to continue focusing on my current responsibilities and personal development.

I appreciate your understanding and support, and I look forward to contributing to our team in my current role.

Thank you once again for the opportunity.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]