

Letter Template for Declining a Promotion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I want to sincerely thank you for considering me for the [Position Title] position. I truly appreciate the trust and confidence you place in me through this opportunity.

After careful consideration, I have decided to respectfully decline the promotion. While I am honored by the offer, I believe it is in my best interest to focus on my current role and responsibilities at this time.

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

Warm regards,

[Your Name]

[Your Job Title]