

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 express my gratitude for the opportunity to advance to the [Position Title] within [Company's Name]. It is with careful consideration that I have decided to decline this elevation at this time.

After weighing various personal and professional factors, I believe it is in my best interest to remain in my current role. I am committed to continuing to contribute positively to our team and support the company's goals in my existing capacity.

Thank you once again for your confidence in my abilities and for considering me for this position. I appreciate your understanding of my decision.

Best regards,

[Your Name]