

[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 sincere gratitude for considering me for the [specific position] opportunity. It is truly an honor to be recognized for my contributions and potential for growth within the company.

After careful consideration, I have decided to decline the offer to advance to this position. This decision was not made lightly, as I hold my role and the team's direction in high regard. However, I believe that I am not yet ready to take on the challenges associated with this new role.

I appreciate your understanding, and I am committed to continuing to grow in my current position while supporting our team's goals. Thank you once again for your confidence in me, and I look forward to continued collaboration.

Warm regards,

[Your Name]