

Dear [Hiring Manager's Name],

I hope this message finds you well. I want to express my sincere gratitude for the offer to assume the position of [Position Title] at [Company Name]. This opportunity is truly an honor, and I greatly appreciate the confidence you have shown in my abilities.

After careful consideration, I have decided to respectfully decline the offer. While I am excited about the potential for growth and development, I believe it is in my best interest to remain in my current role at this time.

Thank you once again for the opportunity and for your understanding. I look forward to continuing to contribute to [Company Name] in my current position and hope to collaborate on future projects.

Warm regards,

[Your Name]

[Your Current Position]

[Your Contact Information]