

Dear [Manager's Name],

I hope this message finds you well. I want to express my sincere gratitude for considering me for the promotion to [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 promotion at this time. While I appreciate the opportunity, I believe it is best for me to continue focusing on my current role and responsibilities.

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

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]