

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I want to express my sincere gratitude for offering me the promotion to [Position Title]. It is an honor to be considered for a role with greater responsibility.

After much consideration, I have decided to decline the promotion at this time. My current role fulfills my career aspirations, and I believe I can contribute effectively in this capacity. I appreciate the support and confidence you have shown in me, and I look forward to continuing to work collaboratively with the team.

Thank you once again for your understanding.

Sincerely,
[Your Name]