

Subject: Gratitude for the Opportunity

Dear [Manager's Name],

I hope this message finds you well. I want to express my heartfelt gratitude for considering me for the [specific role] position. It is truly an honor to be recognized for my contributions to the team.

After careful consideration, I have decided to respectfully decline the offer for this role. While I am genuinely flattered and excited about the potential challenges it presents, I believe it is not the right time for me to take on additional responsibilities.

I am committed to continuing my current position and contributing to our team's success. I appreciate your understanding and support in this decision.

Thank you once again for the opportunity, and I look forward to our continued collaboration.

Warm regards,

[Your Name]

[Your Position]