

[Your Name]  
[Your Current Job Title]  
[Date]

[Manager's Name]  
[Manager's Job Title]  
[Company Name]

Dear [Manager's Name],

Thank you very much for offering me the position of [New Job Title]. I am honored that you recognize my contributions to the team and trust me with these increased responsibilities.

After careful consideration, I must respectfully decline this promotion at this time. While I am eager to grow within the company, the proposal does not include a salary adjustment or an update to my compensation package to reflect the new level of seniority and workload.

I am fully committed to my current role as [Current Job Title] and will continue to perform my duties to the highest standard. I would be open to revisiting this opportunity in the future should the budget allow for a compensation structure that aligns with the requirements of the new position.

Thank you again for the opportunity and for your understanding.

Sincerely,

[Your Signature]  
[Your Printed Name]