

Employment Role Revision

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a revision of my current employment role within [Company's Name]. I appreciate the opportunities I have had thus far and believe that a revision can further enhance my contributions to the team.

After careful consideration, I would like to propose [new role or position], which aligns with my skills and the needs of the department. I believe that this change will allow me to [explain how this change will benefit you and the company].

I am eager to discuss this proposal further and explore how we can make this transition smooth for everyone involved. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]