

[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 voluntary demotion from my current position as [Your Current Position] to [Desired Position]. After careful consideration, I have realized that a shift in my role would better align with my personal values and professional goals.

Over the past months, I have grown increasingly aware of the importance of [specific personal values or professional goals]. I believe that stepping back to [Desired Position] will allow me to contribute more effectively to the team while remaining true to my principles.

I am committed to ensuring a smooth transition and will do everything necessary to support the team during this period. I genuinely appreciate the opportunities I've had in my current role and am hopeful that this change will allow me to bring my best self to the [Department/Team].

Thank you for considering my request. I would be happy to discuss this further at your convenience.

Sincerely,

[Your Name]