

Voluntary Demotion Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a voluntary demotion to [desired position] in order to achieve a better work-life balance.

Over the past [duration in current position], I have sincerely enjoyed my role as [current position]. However, I have come to realize that my current responsibilities have been challenging in maintaining a healthy balance between my personal and professional life.

After careful consideration, I believe that transitioning to [desired position] will allow me to contribute effectively to the team while providing me with the flexibility I need to manage my personal responsibilities.

I appreciate the opportunities and growth I've experienced in my current role, and this decision is not made lightly. I am confident that this change will enhance my productivity and overall well-being.

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

Sincerely,

[Your Name]