

Voluntary Demotion Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company 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 much consideration, I have decided that this change will allow me to better align my career with my personal goals and aspirations.

I am grateful for the opportunities that I have had in my current role, and I have learned a great deal. However, I believe that focusing on [specific skills or areas] in a [desired role] would provide a more fulfilling path for my professional development.

I am committed to ensuring a smooth transition and will be more than willing to assist in training my successor or wrapping up any ongoing projects. I hope to continue contributing to the team in this new capacity.

Thank you for considering my request. I am looking forward to your understanding and support.

Sincerely,

[Your Name]