

# Voluntary Demotion Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 from my current position as [Your Current Position] to [Desired Position]. After careful consideration, I believe that this change will allow me to embrace new challenges and grow within our team.

Over the past [duration in current role], I have had the opportunity to develop my skills and contribute to our projects. However, I feel that transitioning to [Desired Position] will enable me to focus on [mention specific areas or projects], which I am truly passionate about. I am excited about the potential for learning and growth in this role.

I appreciate your understanding and support during this transition. I am committed to making this process as smooth as possible and will work closely with you to ensure a seamless handover of my current responsibilities.

Thank you for considering my request. I look forward to your positive response and am eager to discuss this further at your convenience.

Sincerely,

[Your Name]