

# Letter of Voluntary Demotion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's 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]. This decision comes after much consideration of my current family commitments and the need to create a better work-life balance.

While I have greatly valued the responsibilities and challenges that I've been able to undertake in my role, I believe that stepping back to [Desired Position] will allow me to dedicate more time and attention to my family, which is a priority for me at this moment.

I am committed to ensuring a smooth transition and will do everything possible to assist in the process. I aim to continue contributing to the team effectively in my new role.

Thank you for your understanding and support regarding this matter. I appreciate the opportunities I have had at [Company's Name] and look forward to continuing to work together in my new capacity.

Sincerely,

[Your Name]