

Voluntary Demotion Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Voluntary Demotion

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 Job Title] to [Desired Job Title]. After considerable reflection, I believe this change will significantly enhance my job satisfaction and overall productivity.

While I have appreciated the opportunities and experiences that my current role has provided, I have come to realize that my strengths and interests align more closely with the responsibilities of [Desired Job Title]. I am confident that this shift will allow me to contribute more effectively to our team and the organization.

I am ready to assist in any transition necessary, ensuring a smooth handover of my current responsibilities. I sincerely hope you will consider my request, and I am open to discussing this further at your convenience.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]