

# Voluntary Demotion Letter

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] for personal reasons.

After careful consideration, I believe that this change would allow me to better balance my personal commitments while still contributing to the team and the organization. I have truly appreciated the opportunities I have been given in my current role, and I hope to continue to add value in a capacity that fits better with my current situation.

I would be grateful if we could discuss this matter further and explore how the transition can be handled smoothly. Thank you for your understanding and support.

Sincerely,

[Your Name]