

Voluntary Demotion Request 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 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 transitioning to this role will help alleviate my stress levels and enhance my overall well-being.

This decision is not made lightly, as I value my position and the contributions I have made to the team. However, I have found that the demands of my current role are affecting my ability to perform at my best. I believe that by stepping back, I can refocus my efforts in a capacity that aligns with my strengths and supports my personal health.

I am committed to ensuring a smooth transition and am willing to assist in any necessary steps to hand off my current responsibilities effectively.

Thank you very much for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]