

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 this change is necessary for my professional growth and to better contribute to our team.

In my current role, I have gained invaluable experience, but I feel that stepping back to [Desired Position] will allow me to focus on [specific skills or areas of growth you wish to pursue] and align my contributions with the team's objectives.

I am committed to ensuring a smooth transition and will work diligently to train my successor and complete any outstanding projects. I am confident that this change will ultimately benefit both myself and the company.

Thank you for considering my request. I am looking forward to discussing this further and hopefully moving forward with the demotion.

Sincerely,

[Your Name]