

Voluntary Demotion for Skill Development

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company 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 this change will provide me with an invaluable opportunity for skill development and personal growth.

Over the past [duration in current position], I have gained substantial experience and insight into [describe relevant skills or areas]. However, I feel that transitioning to [Desired Position] will allow me to further develop my skills in [specific areas of interest] and contribute to our team's overall success in a more meaningful way.

I am committed to making this transition as smooth as possible and will ensure a thorough handover of my current responsibilities. I appreciate your guidance and support throughout this process.

Thank you for considering my request. I look forward to discussing this opportunity with you further.

Sincerely,

[Your Name]