

Job Application for Position Downgrade

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally express my interest in the [Lower Position Title] position that has become available as a result of the recent organizational changes within our company. Given my experience and familiarity with the tasks and responsibilities of this role, I believe I would be a valuable asset to your team.

Having served as [Your Current Position] for [Duration], I have developed a comprehensive understanding of the company's operations and have cultivated strong working relationships with colleagues. I am enthusiastic about the possibility of continuing my career within the organization, albeit in a different capacity.

I am confident that my skills in [relevant skills] will allow me to contribute effectively in the [Lower Position Title] role. I am eager to embrace this change and look forward to the opportunity to discuss how I can help support our team's objectives.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]