

Job Application for Position Downgrade

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally express my interest in downgrading my current position to [specific position title] within [Company's Name]. After careful consideration of my career goals and personal aspirations, I believe that transitioning to this role would better align with my long-term objectives.

During my time at [Company's Name], I have gained valuable experience and skills that I believe will contribute positively to [specific position title]. I am passionate about [specific responsibilities or values related to the desired position], and I am eager to bring my expertise in [specific skills relevant to the new role] to your team.

I appreciate your understanding in this matter and am hopeful for the opportunity to discuss this further. Thank you for considering my request for a position downgrade to better align with my career aspirations.

Sincerely,

[Your Name]